

**AGREEMENT FOR
NON-PROFIT AGENCY SERVICES**

THIS AGREEMENT is entered into by and between Leon County, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and Bethel Community Development Corporation, a not for profit corporation, existing under the laws of the State of Florida, hereinafter referred to as "Agency".

NOW, THEREFORE, in consideration of the mutual covenants, promises, and representations contained herein, the parties hereto agree as follows:

ARTICLE 1: SCOPE OF SERVICE. The Agency covenants and represents to County that Agency shall provide a program of services as described in Attachment A, hereinafter referred to as the "Program".

ARTICLE 2: CONTRACT DOCUMENTS. The Agency shall comply with the following attachments which are attached and made a part of this Agreement:

Attachment "A" — Program Description
Attachment "B" — Payments
Attachment "C" — Special Conditions
Attachment "D" — Replacement Housing Specifications

In the event of a conflict between the terms and conditions provided in Articles in this part of the Agreement and any attachment or exhibit, the Provisions contained within these Articles shall prevail unless the term or provision in the attachment or exhibit specifically states that it shall prevail.

ARTICLE 3: LIMITATION OF COSTS AND PAYMENTS. Agency shall be paid by County an amount not to exceed \$343,000.00 in accordance with Attachment B for the provision of the Program. Agency has been advised that no agent or employee of the County may authorize an increase in the above amount as evidenced by the initials of agency's representative in the margin. The County must authorize any increase in total compensation in writing.

ARTICLE 4: TERM. A. Unless renewed or terminated as provided in this Agreement, this Agreement shall be for a period of eight (8) months, commencing on May 01, 2004 and ending on December 31, 2004. The Program, whether provided before or after the execution of this Agreement, shall be provided by the Agency in accordance with all requirements and terms of this Agreement.

ARTICLE 5: TERMINATION. A. This Agreement may be terminated by either party for any reason or for no reason by giving to the other party no less than thirty (30) days written notice of intent to terminate. County may terminate this Agreement immediately by delivery of written notice to Agency upon determining that Agency has failed to comply with the terms of this Agreement. If Agency fails to comply with the terms of this Agreement, the County Administrator may, upon written notification to Agency withhold payment until the Agency complies with the conditions or terms. The notice shall specify the manner in which the Agency has failed to comply with this Agreement.

B. Upon expiration or termination of this Agreement for any reason, the Agency shall prepare all final reports and documents required by the terms of the Agreement up to the date of termination. The Agency's final request for payment and other documents required shall be submitted to County within fifteen (30) calendar days after termination of this Agreement. The County shall not be responsible for any charges, claims or demands not received within the fifteen (30) day period.

ARTICLE 6: NOTICES. All notices or written communications required or permitted hereunder shall be deemed to have been given when received if hand delivered or when deposited in the U.S. mail, postage paid and addressed as follows:

If mailed to Agency: Bethel Community Development Corporation
501 West Orange Avenue
Tallahassee, FL 32310
Attention: Leroy "Sarge" Hill, Construction Manager

If by hand delivery: Same as above.

If mailed to County: Leon County Department of Housing Services
918 Railroad Avenue
Tallahassee, FL 32310
Attention: Joe Sharp, Health and Human Services, Division Director

If by hand delivery: Same as above.

Notice of termination or withholding of payment shall be served by certified or registered mail, return receipt requested or by hand delivery.

ARTICLE 7: GENERAL CONDITIONS.

A: MAINTENANCE OF RECORDS; AUDITS

- i. Agency shall maintain records, accounts, property records, and personnel records in accordance with generally accepted accounting principles, as deemed necessary by County to assure proper accounting of funds and compliance with the provisions of this Agreement.
- ii. Agency shall utilize the Tallahassee Lenders Consortium to provide client screening and qualification. Agency will ensure that all necessary information, records and contracts required by this Agreement as requested by County for monitoring and evaluating services, is delivered to the county prior to the start of any construction projects.
- iii. Agency's information shall be made available to County for audit, inspection or copying during normal business hours and as often as County may deem necessary. County shall have the right to obtain and inspect any audit pertaining to the performance of this Agreement or Agency made by any local, State or Federal agency. The Agency will be audited by the County's internal auditors and shall retain all of its records and supporting documents related to this Agreement in accordance with all applicable laws, rules and regulations; in the absence of any other requirement, such records and supporting documents will be retained by Agency for at least three (3) years after the termination of this Agreement.
- iv. Prior to receiving any funds under this Agreement, Agency shall submit a current year end financial statement. The submission of a year end financial statement by the Agency shall serve as agency's certification and representation that the information contained therein is true and correct. Agency recognizes that County has relied upon or will rely upon year end financial statements in making its determination to provide funds to the Agency, in the manner provided in this Agreement and if at any time the County determines that the information submitted is not true and correct, the County may immediately terminate this agreement and seek to recover any funds paid to Agency.

B: COMPLIANCE WITH LAWS; NON-DISCRIMINATION. The performance of this Agreement shall be in compliance with all applicable laws, orders and codes of Federal, State, and local governments and the Americans with Disabilities Act. Additionally, the Agency covenants and agrees that no person shall on the grounds of race, creed, color, handicap, national origin, sex, age, political affiliation or beliefs be excluded from participation in, be denied the benefits of employment by agency, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the County in any manner that is in violation of any provision of the Constitutions of the United States and the State of Florida, or any applicable code, rules or laws.

C: LICENSES. Agency shall obtain any licenses required to provide the Program and maintain full compliance with any licensure requirements. Copies of reports provided to or by any licensing or regulatory

agency shall be forwarded to the County within ten days after receipt by Agency.

D: CONTRACTUAL LIABILITY. The relationship of the Agency to the County shall be that of an independent Contractor. Nothing herein contained shall be construed as vesting or delegating to the Agency or any of the officers, employees, personnel, agents, or subcontractors of the Agency any rights, interest or status as an employee of the County. The County shall not be liable to any person, firm or corporation that is employed by, contracts with or provides goods or services to the Agency in connection with the Program or for debts or claims accruing to such parties. Agency shall promptly pay, discharge or promptly take such action as may be necessary and reasonable to settle such debts or claims.

E: SUBCONTRACTORS. A part of the consideration provided by County hereunder is based upon the need to establish and maintain a fiscally sound not-for-profit entity to provide the Program to serve the interests and welfare of the residents of Leon County; therefore, the Agency agrees that the Program shall be provided by volunteers, subcontractors or employees of the Agency. Nothing herein shall preclude employment of personnel through a lease or similar arrangement with the approval of County's representative, or contracts or leases for materials, supplies, facilities and other support services for the Agency's program.

F: NON-ASSIGNABILITY. Agency may not assign, transfer, or encumber this Agreement or any right or interest in this Agreement.

G: AGENCY'S REPRESENTATIVES. Within thirty (30) days from the date of execution of this Agreement by both parties, Agency shall provide the County with a list of representatives authorized to act on behalf of the Agency. The list of authorized representatives shall be approved by the Agency's Board of Directors.

H: AGENCY'S DIRECTORS. Agency agrees that paid staff shall not be a voting or elected member of the Agency's Board of Directors.

ARTICLE 8: INDEMNIFICATION. Agency shall indemnify, keep and save harmless the County, its agents, officials and employees, against all injuries, deaths, losses, damages, claims, patent claims, suits, liabilities, judgments, costs and expenses, which may accrue against the County arising out of the performance of or failure to perform the Program required by this Agreement or the terms of this Agreement, whether or not it shall be alleged or determined that the act was caused through negligence or omission of the Agency or its employees, or of the subcontractors or its employees, if any. Agency shall pay all charges of attorneys and all costs and other expenses incurred in connection therewith, and if any judgment shall be rendered against the County in any such action, the Agency shall, at its own expense, satisfy and discharge the same. Agency expressly understands and agrees that any performance bond or insurance protection required by this Agreement, or otherwise provided by Agency, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County as herein provided.

The indemnity hereunder shall continue until such time as any and all claims arising out of Agency's performance or failure to perform under this Agreement have been finally settled, regardless of when such claims are made.

In the event that any action, suit or proceeding is brought against the County upon any liability arising out of this Agreement, County at once shall give notice thereof in writing to Agency at the above listed address. Upon receipt of notice, Agency, at its own expense, may defend against such action and take all such steps as may be necessary or proper to prevent a judgment against the County. Nothing in this Agreement shall be deemed to affect the County's right to provide its own defense and to recover from Agency attorneys fees and expenses associated with such representation or the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

ARTICLE 9: INSURANCE. Without limiting any of the other obligations or liabilities of the Agency, the Agency is required to ensure that subcontractors procure, maintain and keep in force amounts and types of insurance conforming to the nature and type represented by the Certificates of Insurance. Commercial general liability insurance shall be carried in an amount not less than \$500,000 aggregate. Upon due notice from County, Agency shall ensure that subcontractors procure additional insurance as may reasonably be requested by the County to protect the County from liability.

Until such time as the insurance is no longer required, the Agency shall provide the County with renewal or replacement certificates of insurance for subcontractors not less than 30 days prior to the expiration or replacement of the insurance for which a previous certificate has been provided. In the event a renewal or replacement certificate is not available Agency shall, not less than 30 days prior to expiration of any existing policy, provide County with evidence of a binder proving continuation of coverage and a new certificate for subcontractors, as reasonably soon as possible.

Leon County, a charter county and a political subdivision of the State of Florida, shall be named as an additional insured on the certificate of insurance evidencing commercial general liability coverage, and entitled to notice of cancellation or termination. The County shall be under no obligation to pay agency for any services provided or for any costs associated with Agency's Program for any period of time not covered by the insured required under this Agreement.

Agency shall immediately notify County upon a lapse in the coverage required by this Agreement or cancellation of any of the insurance policies. Agency shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverage required herein without the express written permission of County's Representative.

ARTICLE 10: COUNTY'S REPRESENTATIVE. The Director of County's Health and Human Services Division or such other employee as may be designated in writing by the County Administrator shall serve as County's Representative and is authorized to interpret this Contract and designate such additional employees as may be required to monitor Agency's performance, provide technical assistance, and assume other administrative duties associated with the implementation of this Agreement. Disputes over any provision not satisfactorily resolved with County's Representative shall be referred to the County Administrator or his designee.

ARTICLE 11: AMENDMENTS. This Agreement may not be modified, amended or extended orally. This Agreement may be amended only by written agreement executed by the governing bodies of both parties.

ARTICLE 12: SEVERABILITY. In the event that any paragraph of this Agreement is adjudged by a court of competent jurisdiction to be invalid, such adjudication shall not affect or nullify the remaining paragraphs hereof, but shall be confined solely to the paragraphs involved in such decision.

ARTICLE 13: HEADINGS. All articles and descriptive headings of paragraphs in this Agreement are inserted for convenience only and shall not affect the construction or interpretation hereof.

ARTICLE 14: AUTHORITY TO EXECUTE. Each of the parties hereto covenants to the other party that it has lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the party's authorized representative.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed, in duplicate, by their authorized representatives, this _____ day of _____, at Tallahassee, Leon County, Florida.

AGENCY

Bethel Community Development Corporation (BCDC)

BY:

Leroy "Sarge" Hill, BCDC Construction Manager

WITNESSES:

Print Name: _____

Sign Name: _____

Title: _____

Print Name: _____

Sign Name: _____

Title: _____

LEON COUNTY, FLORIDA

BY: _____
Jane G. Sauls, Chairman
Board of County Commissioners

ATTESTED BY:

Bob Inzer, Clerk of Circuit Court

BY: _____

Approved as to Form:

COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: _____
Herbert W.A. Thiele, Esq.
County Attorney

Attachment A

SCOPE OF SERVICES

I. SHIP FUNDING ASSISTANCE PROCESSING
(All Programs)

1. APPLICATION INTAKE AND FILE PROCESSING

The Agency shall identify five (5) houses, located in the unincorporated areas of Leon County to schedule appointments with applicants and to conduct feasibility checks for Home Replacement services. Upon identification of all five (5) Home Replacement clients, the Agency shall notify the Leon County Department of Housing Services for verification of feasibility. Once feasibility is verified by Leon County Department of Housing Services, Agency must send each client to the Tallahassee Lenders Consortium for application completion. Upon application completion, Tallahassee Lenders Consortium will conduct a lien closing.

Agency must ensure that within fifteen (15) days or less, the applicant file documentation for eligibility is compiled. This review shall include adherence to SHIP, CDBG and HFA eligibility criteria, priorities and guidelines as established in Leon County's Local Housing Assistance Plan.

Agency shall ensure that the Tallahassee Lender's Consortium forward all complete applicant packages to the Leon County Department of Housing Services, to allow for loan underwriting of the second mortgage and issuance of Notice of Funding Award Letter. After review, the Tallahassee Lender's Consortium will forward to applicant and lender a copy of the Notice of Funding Award Letter.

2. DISBURSEMENTS/ISSUANCE OF CHECK

Upon determination of a closing date, the Tallahassee Lender's Consortium, will forward to the Agency a copy of the Notice of Funding Award letter and HUD-1 Closing Statement for check issuance and/or preparation for closing. Mortgage documents and promissory notes will be prepared by the Tallahassee Lender's Consortium and provided to the County after the closing.

3. CLOSING/CLOSEOUT

The Agency and the County shall attend each closing to ensure proper execution of all appropriate documents. Following the closing, Tallahassee Lender's Consortium shall obtain and provide to County and the Agency the following executed documents: 1) Copy of the SHIP Mortgage; 2) Original SHIP Promissory Note; 3) Copy of the Notice of Limiting Future Advance; 4) Copy of Lender's Note and Mortgage; 5) Original SHIP Affidavit; 6) Original SHIP Truth-in-Lending; 7) Copy of Survey; 8) Copy of Applicant's Drivers License or Photo ID; 9) Copy of fully executed HUD-1 Closing Statement Evidencing No Cash Back to Applicant. Tallahassee Lender's Consortium shall submit to the County in the required format, the appropriate documents to allow for payment of services rendered. This process will be reviewed with the Agency and the County, prior to implementation of program.

Agency shall ensure that 30% of the funding provided to you by the Leon County Housing Department is used for the rehabilitation of very low income clients, which is 50% of the Leon County median income, equal to 2 units as well as 60% of funding provided to low income persons, which is 80% of the median income, equal to 3 units; which is 5 units total. The Agency's facility must allow for the accessibility and accommodation of eligible applicants, including individuals of the special needs population. The Agency shall ensure the provision of a full-time office, operative during regular business hours and the availability of one-on-one assistance to special needs population on a gratuitous basis at any location deemed most appropriate for the applicant.

UNIT OF SERVICE: A unit of service shall be defined as the number of units assisted with SHIP Funding Assistance through the process of: (1) Application Intake and File Processing; or (2) Disbursements/Issuance of Check; or (3) Closing/Closeout.

Attachment B

PAYMENTS

1. Agency shall submit a request for payment according to the amount of work complete. Payment will be made according to the percentage of work completed, which will be inspected by the County's Rehabilitation Specialist. Once work is verified by the County Rehab Specialist, the County will process payment for the amount of construction complete per unit. Along with the request for payment, Agency shall submit such documentation of reimbursable expenditures and services rendered as may reasonably be required by the County, including any monthly, quarterly and annual reports as are required by this Agreement.
2. Agency's request for payment shall be based upon expenditures made and units of service furnished, but shall not exceed the amounts provided in Exhibit 1 to Attachment B or such additional amounts as may be authorized in writing pursuant to Paragraph 1 of Attachment C.
3. The County may withhold payment upon a determination that any report and/or documentation provided by Agency is not satisfactory.
4. Upon the submission and approval of the monthly report as specified here in, the program services funds will be paid, in eight equal payments.
5. Within thirty (30) days after the end of the term of the Agreement, the Agency shall render a final and complete request for payment. The County will render the final payment after the County Rehabilitation Specialist has examined the unit and agrees that the reconstruction is 100% complete and meets the standards as delineated by the county. The County shall not be responsible for payment of any charges, claim or demands of the Agency not received within the thirty (30) day period.

Exhibit 1 to Attachment B

Attachment 1
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PAYMENTS

Agency shall be paid fees in the following manner for services rendered:

**I. Program Administration Cost
(All Programs)**

	<u>Per Unit</u>	<u>Units</u>
SHIP Assistance	\$37,000.00	5
CDBG Assistance	\$25,000.00	5
HFA Assistance	\$6,600.00	5
<i>Total Reconstruction Assistance utilizing SHIP, CDBG and HFA</i>		5
TOTAL FUNDING.....		<u>\$ 343,000.00</u>



Exhibit 2 to Attachment B
BOARD OF COUNTY COMMISSIONERS

Department of Public Service
Health & Human Services Division
Housing Services Department
Contractor Payment Request

Request #		Payment Type - Progress		Completion		Final Release	
NAME				DATE			
ADDRESS				PROJECT #			
CONTRACTOR				LC PO#			
ADDRESS				INVOICE #			
Original Contract Amount				Value of Work Completed			
Adjusted Contract Amount				Less Amount Retained (10%)			
Percent Complete				Less Liquidated damages			
Liquidated Damages _____ @ \$100 per day				Less Previous Payments			
Excess Relocation Cost				Amount Due This Request			
Penalties and Other Deductions				Balance Remaining in Contract			

Contractor: I hereby request an inspection to receive payment # _____ for the amount of _____. I certify that I have satisfactorily completed the necessary work to justify this request and that all bills incurred for labor used and materials furnished in making said repairs and improvements have been paid in full on this date, except those listed as not paid on the cost breakdown sheet. I further certify that all necessary permits have been issued and have passed all required inspections.

Contractor

Date

Homeowner: I/We hereby agree that the work stated by the Contractor has been satisfactorily completed and approve payment to the Contractor in accordance with the Agreement and contingent upon inspection and concurrence by the Rehabilitation Specialist. It is understood that the actual amount disbursed will be based on the findings of that inspection

Owner

Date

Owner

Date

Rehabilitation Specialist I hereby certify that all work as indicated on the Contractor's payment request is satisfactorily completed and that all items required of the Contractor per the Contract Agreement have been submitted and approved. I hereby request approval of the payment to the Contractor in the Amount of \$ _____.

Housing Rehabilitation Specialist

Date

Housing Coordinator

Date

Attachment C

SPECIAL CONDITIONS

1. Agency shall participate in training programs as recommended by the Leon County Department of Housing Services to enhance the Agency's knowledge of rules, regulations and requirements of Federal, State and Local housing programs.
2. All forms referenced in this Agreement not attached herein shall be provided or approved by County's Representative and shall be completed and submitted by Agency to County.
3. Leon County Local Housing Assistance Plan 2002-2005 adopted by the Board of County Commissioners shall apply to this contract. Agency shall agree to comply with SHIP and CDBG regulations and requirements as well as other grant requirements applicable to County and related to Agency's services under this Agreement.
4. County reserves the right to make changes in the County's Housing Program. Agency agrees to continue to implement the services provided herein in accordance with such changes. County's Representative shall provide Agency with written notice of changes in the program. Agency's obligation shall not extend to changes that would change the units of service, nature of the service, or require Agency to provide additional services, which may only be required by a mutually agreed to written amendment.
5. County reserves the right to approve changes in Agency's delivery of program as deemed necessary for program implementation.
6. Agency shall maintain duplicate files and addresses of all clients served through this Agreement.
7. Agency shall agree to participate in a training program identified by the Leon County Housing Services Department and relevant to the services provided in this Agreement.

8. **REPORTING**

Monthly Reports – Agency shall provide a monthly report, summarizing all activities and expenditures for the current month. Upon the submission and approval of the monthly report, program services funds will be paid.

Quarterly Reports - Agency shall provide on a quarterly basis on the 30th of the month, beginning with quarterly period ending with December 31, 2004. All reports shall be all inclusive reports, from the effective date of the agreement through the current. The report shall reflect the following information:

- A. General Report
 1. One Copy of Board of Directors minutes
 2. Statement of anticipated difficulties Agency may have in meeting contractual requirements for units of service by the end of the contract year.
 3. Number of unduplicated clients served under each program.
 4. A progress report on assisted applicants along with assessment of any problems or concerns encountered to date.
- B. Revenue/Expenditure Report: Agency shall submit to County's Representative on a form of which shall be provided or approved by County's Representative, a report showing year-to-date revenue (by source) and expenditures (by line item).
- C. Tracking Informational Report:
 1. Applicant's last name, first
 2. Address of home
 3. Purchase date
 4. Purchase price
 5. First mortgage amount
 6. Lender's name and address
 7. Amount and type of SHIP, CDBG and HFA assistance
 8. Household composition/income category

9. Agency shall provide an avenue of availability to participants who may encounter language and/or communication barriers (i.e., language interpreters, assistance to the hearing impaired, etc.)

Exhibit 1 Attachment D

LEON COUNTY
HOUSING REHABILITATION PROGRAM
REPLACEMENT HOUSING

WORK WRITE-UP AND BID FORM

Specification numbers found in the third column refer to sections in the "Standard Rehabilitation Specifications Booklet" provided to all bidders and owners. Numbers are identified for convenience only; failure to list a specification number shall not void its applicability. The specifications apply to all rehabilitation work and new construction, although the specifications shall take precedence over the plans in case of conflict and in all cases Building Code compliance and Code enforcement shall take precedence over specifications (by written Change Order). All quantities are approximate for square footage; the contractor is responsible for determining accurate site measurements.

All work to be performed in a workmanlike manner, in accordance with the Standard Rehabilitation Specifications, local codes, and manufacturers specifications. Contractors shall properly dispose of all materials and debris. All items must be cost itemized in the space provided.

Work must be completed and approved within 90 days of the issuance of the Notice to Proceed.

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)			
item#	spec.#	Category	Quantity
1	2	Site Work (PRICE SEPARATELY)	per site
		Description	Demolition of mobile home or any other residential structure, site preparation, sewer tap and well or water tap are included in this contract as a separate item and need to be itemized as such. Water and septic should be on site but the condition and usability may be questionable.

Attachment # 1
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Owner Signature: _____ Contractor Signature: _____
Owner Signature: _____
Date: _____ Date: _____

Leon County Replacement Housing Program

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Exhibit 1 Attachment D

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
2	3	Foundation & Slab	1201 sq.ft. (Including porches)	Monolithic Slab-12" X 16" Edge foundation with 3000 p.s.i. concrete, 6 x 6-10/10 WWM, 2-#5 Rebar continuous, 6 mil poly vapor barrier and termite treated compacted soil.
3	6	Structural Framing & Siding	per plan	All walls, exterior and interior shall consist of conventional 2x4 wall framing, 16" on center for exterior walls and 24" on center for interior walls, unless increased structure required because of specific conditions or required by building code and local building officials. Grade and species of lumber will be determined by the local building requirements. Sheathing shall consist of 7/16 "wood structural panels" fastened according to code. Window and door headers will be consistent with the Standard Building Code. A Tyvek or equivalent moisture barrier will be applied over the Sheathing. Studs shall be 2" x 4" unless plumbing requires 2" x 6" for passage of pipes. Siding will consist of vinyl lap siding with vinyl soffits and fascia.
4	6.4 7	Roof Framing, Sheathing & Covering	per plan	The roof system shall consist of engineered wood trusses with 7/16" "wood structural panel" decking (where applicable). In some cases, common framing may be required. Roofing shall consist of 15# felt with standard 20 year 3 tab fiberglass composition shingles nailed in accordance with local building code. Eave drip shall consist of PHA approved, either PVC or metal.

Owner Signature: _____

Contractor Signature: _____

Owner Signature: _____

Date: _____

Date: _____

Leon County Replacement Housing Program

Exhibit 1 Attachment D

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)			
item#	spec.#	Category	Description
5	5.7	Windows	Windows shall consist of metal or vinyl single hung insulated white windows with screens.(Specify) All windows shall meet current egress and tempered glass requirements. Exterior trim shall consist of vinyl window trim installed according to manufactures specifications.
6	5.6	Exterior Doors	Exterior doors shall consist of metal pre-hung, weather stripped with threshold, pre-drilled for lock set and deadbolt. The front door shall be 3'0" wide and 6'8" tall, the rear door shall be 2'8" X 6'8". (Stanley or equal)
7	10.	Insulation	Insulation shall consist of R-13 Kraft-backed fiberglass batts, ceilings shall consist of R-30 blown cellulose. All penetrations shall be sealed.
8	9 9.2	Interior Wall Finish	All interior walls shall consist of ½" drywall with either a hardcoat or orange peel spray texturefinish, drywall window returns and wrapped closet openings. All ceilings shall consist of 5/8" drywall with a hardcoat or popcorn spray texturefinish.
9		Interior Doors & Trim	Pre-hung hollow core door units with paint grade trim, privacy or passage locks as required. (Luan, hardboard, flush or raised panel-specify) All interior trim (base boards) shall consist of 3 1/4" colonial paint grade, consistent with pre-hung door units. All window sills shall be 5 1/2" window stool or 1x6 white pine (#2 or better) with apron.

Owner Signature: _____ Contractor Signature: _____

Owner Signature: _____

Date: _____ Date: _____

Exhibit 1 Attachment D

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
10	11.	Cabinets	per plan	Formica or equivalent laminate faced industrial board as per plans. Counter tops shall consist of post formed laminate with appropriate end caps or splash. One vanity per bathroom not less than 24" nor greater than 36").
11	9.5 9.6	Finish Floors	per plan	Standard builders grade vinyl (FHA approved) in kitchen and bath. Standard builders grade carpet and ½" pad all other areas. Only one color and style of each (the carpet and vinyl) shall be installed through-out the house.
12	15.	Painting		All wall shall receive two (2) coats white flat wall paint. All trim and doors shall receive one (1) coat primer and one (1) topcoat semi- gloss enamel. Bathroom and kitchen walls shall be painted with semi-gloss washable paint. Any non vinyl or non finished exterior surface shall receive one (1) coat white primer and one (1) coat acrylic semi-gloss white exterior grade paint. Primer and paint to be of a grade having a 10 year manufacture's warranty. All paint to be applied according to manufacturers' specifications. Paint will not be diluted. Leave all unused paint with the owner.

Owner Signature: _____

Contractor Signature: _____

Owner Signature: _____

Date: _____

Date: _____

Leon County Replacement Housing Program

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Exhibit 1 Attachment D

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
13	12.	Plumbing	per plan	Fiberglass tub and shower units, 19" enameled steel lavatory with Delta, Moen or equal 2 handle faucet, washer connection (only), 33"X 22" Stainless steel kitchen sink with Delta, Moen or equal 2 handle faucet, 2 outside hose bibbs, 1-40 gallon electric water heater, water lines of CPVC, drain lines of schedule 40 PVC, all plumbing fixtures white, 50' sewer and 50' water line connection allowed for. (No septic tank or fees for hookup to municipal utilities included and no allowance for well included).
14a	14.	HVAC	per plan	Central heat pump with heat strip HVAC unit, Janitrol or equal, size according to design. Exhaust fans in each bathroom and range exhaust hood in kitchen.
14b	14	HVAC	per plan	HVAC(heat only) gas vented wall unit (propane)installed by a licensed installer. Location of unit to be determined by installer and approved by the County to provide the safest and most practical access and efficiency. Exhaust fans in each bathroom and range exhaust hood in kitchen.
15	13.	Electrical	per plan	Overhead service-Minimum 200 Amp. circuit breaker with all wiring to NEC and if any gas appliances are installed a carbon monoxide Detector. Also included two (2) phone jacks, two (2) TV receptacles, one (1) dryer receptacle, one (1) range receptacle, hook-up for propane heater, well hook-up (if applicable), and all temporary hook-ups necessary.

Owner Signature: _____

Owner Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Leon County Replacement Housing Program

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Exhibit 1 Attachment D

962 Square Feet - 2 Bedroom 1 Bath (962 sq. ft. Conditioned / 67 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
16	13.3	Fixtures & Fans	per plan	Allowance for 4- fan/light combinations and other lights and receptacles to code and/or to plan (whichever is greater).
17	5.6	Hardware		Polished brass, Schlage or equal. Dead bolts and locks on all exterior doors keyed alike. All interior doors either privacy or passage as required. Two towel bars and one T.P. holder per bathroom. One mirror per vanity. One medicine cabinet per bath.
18	3.6	Walks & Driveways		N/A
19	2	Landscaping & Sod		As required by Code.
20	13.5	Appliances	per plan	A Range, refrigerator and range hood only, one each, (provide a \$ allowance).
21		Miscellaneous Equipment	per plan	Vinyl-covered wire shelving in closets, one (1) each bedroom closet and over washer/dryer area and five (5) in a linen closet. In the wall pest-control tubing/supply.

Owner Signature: _____

Contractor Signature: _____

Owner Signature: _____

Date: _____

Date: _____

Leon County Replacement Housing Program

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Exhibit 1 Attachment D

	<u>TOTAL</u>	w/o site prep. (w/14a)
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	<u>TOTAL</u>	w/o site prep. (w/14b)
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Owner Signature: _____

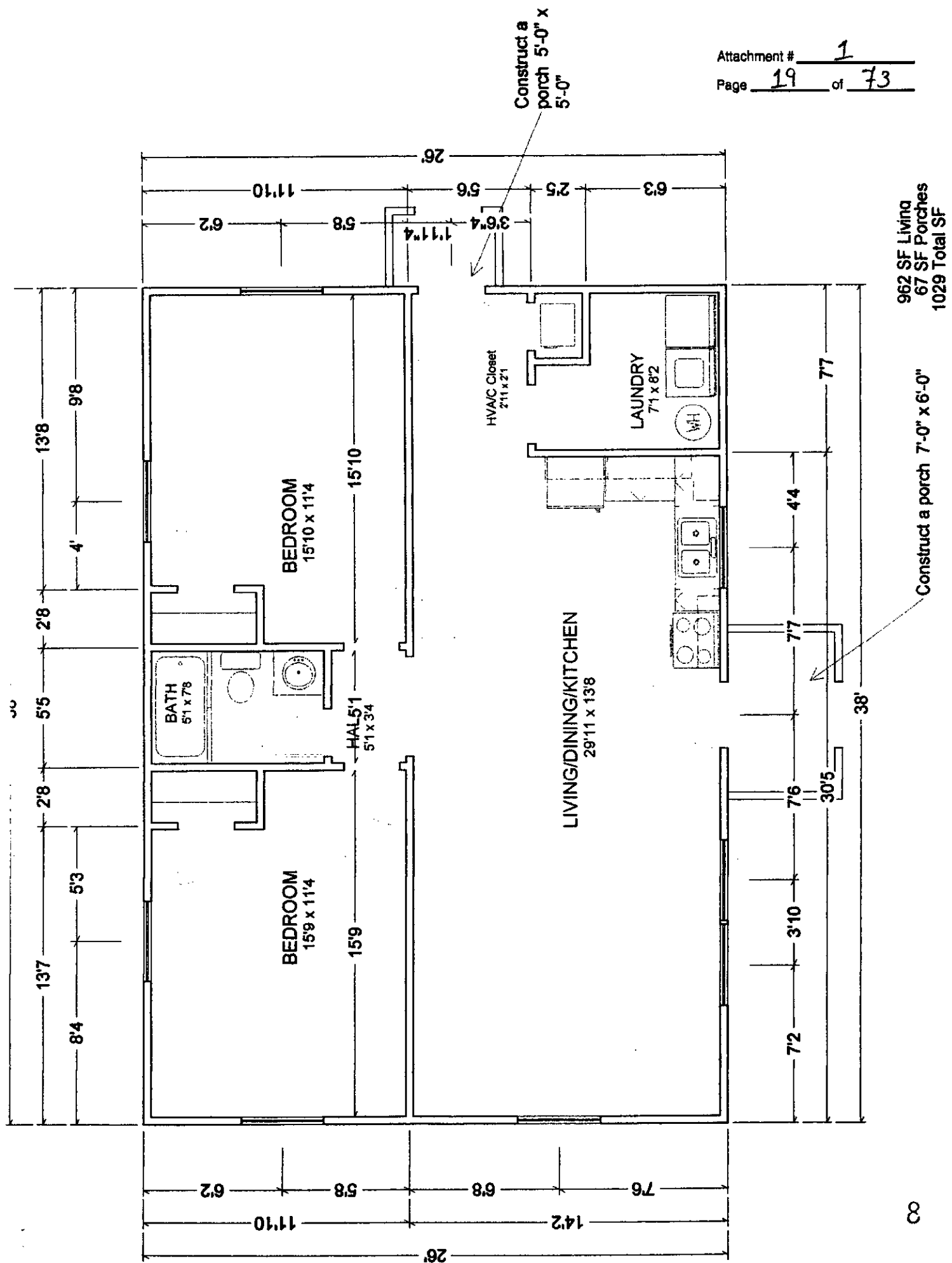
Owner Signature: _____

Date: _____

Date: _____

Contractor Signature: _____

∞ Leon County Replacement Housing Program



TWO BEDROOM FLOOR PLAN

Exhibit 2 Attachment D

LEON COUNTY
HOUSING REHABILITATION PROGRAM
REPLACEMENT HOUSING

WORK WRITE-UP AND BID FORM

Specification numbers found in the third column refer to sections in the "Standard Rehabilitation Specifications Booklet". Numbers are identified for convenience only; failure to list a specification number shall not void its applicability. The specifications apply to all rehabilitation work and new construction, although the specifications shall take precedence over the plans in case of conflict and in all cases Building Code compliance and Code enforcement shall take precedence over specifications (by written Change Order). All quantities are approximate for square footage; the contractor is responsible for determining accurate site measurements. All work to be performed in a workmanlike manner, in accordance with the Standard Rehabilitation Specifications, local codes, and manufacturers specifications. Contractors shall properly dispose of all materials and debris. **All items must be cost itemized in the space provided.**

Work must be completed and approved within 90 days of the issuance of the Notice to Proceed.

Attachment #	1
Page	20 of 73
Owner Signature:	Contractor Signature:
Owner Signature:	
Date:	Date:
Leon County Replacement Housing Program	
1 of 7	

Exhibit 2 Attachment D

1197 Square Feet - 3 Bedroom 2 Bath (1197 sq. ft. Conditioned / 97 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
1	2	Site Work (PRICE SEPARATELY)	per site	Demolition of mobile home or any other residential structure, site preparation, sewer tap and well or water tap <u>are</u> included in this contract as a separate item and need to be <u>itemized</u> as such. Water and septic should be on site but the condition and usability may be questionable.
2	3	Foundation & Slab	1201 sq. ft. (Including porches)	Monolithic Slab-12" X 16" Edge foundation with 3000 p.s.i. concrete, 6 x 6-10/10 WWM, 2-#5 Rebar continuous, 6 mil poly vapor barrier and termite treated compacted soil.
3	6	Structural Framing & Siding	per plan	All walls, exterior and interior shall consist of conventional 2x4 wall framing, 16" on center for exterior walls and 24" on center for interior walls, unless increased structure required because of specific conditions or required by building code and local building officials. Grade and species of lumber will be determined by the local building requirements. Sheathing shall consist of 7/16 "wood structural panels" fastened according to code. Window and door headers will be consistent with the Standard Building Code. A Tyvek or equivalent moisture barrier will be applied over the Sheathing. Studs shall be 2" x 4" unless plumbing requires 2" x 6" for passage of pipes. Siding will consist of vinyl lap siding with vinyl soffits and fascia.

Owner Signature: _____

Owner Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Leon County Replacement Housing Program

Exhibit 2 Attachment D

1197 Square Feet - 3 Bedroom 2 Bath (1197 sq. ft. Conditioned / 97 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
4	6.4 7	Roof Framing, Sheathing & Covering	per plan	The roof system shall consist of engineered wood trusses with 7/16" "wood structural panel" decking (where applicable). In some cases, common framing may be required. Roofing shall consist of 15# felt with standard 20 year 3 tab fiberglass composition shingles nailed in accordance with local building code. Eave drip shall consist of FHA approved, either PVC or metal.
5	5.7	Windows	per plan	Windows shall consist of metal or vinyl single hung insulated white windows with screens.(Specify) All windows shall meet current egress and tempered glass requirements. Exterior trim shall consist of vinyl window trim installed according to manufactures specifications.
6	5.6	Exterior Doors	per plan	Exterior doors shall consist of metal pre-hung, weather stripped with threshold, pre-drilled for lock set and deadbolt. The front door shall be 3'0" wide and 6'8" tall, the rear door shall be 2'8" X 6'8". (Stanley or equal)
7	10.	Insulation	per plan	Insulation shall consist of R-13 Kraft-backed fiberglass batts, ceilings shall consist of R-30 blown cellulose. All penetrations shall be sealed.
8	9 9.2	Interior Wall Finish	per plan	All interior walls shall consist of 1/2" drywall with either a hardcoat or orange peel spray texturefinish, drywall window returns and wrapped closet openings. All ceilings shall consist of 5/8" drywall with a hardcoat or popcorn spray texturefinish.

Owner Signature: _____

Owner Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Leon County Replacement Housing Program

3 of 7

Exhibit 2 Attachment D

1197 Square Feet - 3 Bedroom 2 Bath (1197 sq. ft. Conditioned / 97 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
9		Interior Doors & Trim	per plan	Pre-hung hollow core door units with paint grade trim, privacy or passage locks as required (Luan, hardboard, flush or raised panel-specify) All interior trim (base boards) shall consist of 3 1/4" colonial paint grade, consistent with pre-hung door units. All window sills shall be 5 1/2" window stool or 1x6 white pine (#2 or better) with apron.
10	11.	Cabinets	per plan	Formica or equivalent laminate faced industrial board as per plans. Counter tops shall consist of post formed laminate with appropriate end caps or splash. One vanity per bathroom not less than 24" nor greater than 36".
11	9.5 9.6	Finish Floors	per plan	Standard builders grade vinyl (FHA approved) in kitchen and bath. Standard builders grade carpet and 1/2" pad all other areas. Only one color and style of each (the carpet and vinyl) shall be installed through-out the house.
12	15.	Painting		All wall shall receive two (2) coats white flat wall paint. All trim and doors shall receive one (1) coat primer and one (1) topcoat semi-gloss enamel. Bathroom and kitchen walls shall be painted with semi-gloss washable paint. Any non vinyl or non finished exterior surface shall receive one (1) coat white primer and one (1) coat acrylic semi-gloss white exterior grade paint. Primer and paint to be of a grade having a 10 year manufacturer's warranty. All paint to be applied according to manufacturers' specifications. Paint will not be diluted. Leave all unused paint with the owner.

Owner Signature: _____

Contractor Signature: _____

Owner Signature: _____

Date: _____

Date: _____

Leon County Replacement Housing Program

Exhibit 2 Attachment D

1197 Square Feet - 3 Bedroom 2 Bath (1197 sq. ft. Conditioned / 97 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
13	12.	Plumbing	per plan	Fiberglass tub and shower units, 19" enameled steel lavatory with Delta, Moen or equal 2 handle faucet, washer connection (only), 33"X 22" Stainless steel kitchen sink with Delta, Moen or equal 2 handle faucet, 2 outside hose bibbs, 1-40 gallon electric water heater, water lines of CPVC, drain lines of schedule 40 PVC, all plumbing fixtures white, 50' sewer and 50' water line connection allowed for. (No septic tank or fees for hookup to municipal utilities included and no allowance for well included).
14a	14.	HVAC	per plan	Central heat pump with heat strip HVAC unit, Janitrol or equal, size according to design. Exhaust fans in each bathroom and range exhaust hood in kitchen.
14b	14	HVAC	per plan	HVAC(heat only) gas vented wall unit (propane) installed by a licensed installer. Location of unit to be determined by installer and approved by the County to provide the safest and most practical access and efficiency. Exhaust fans in each bathroom and range exhaust hood in kitchen.
15	13.	Electrical	per plan	Overhead service-Minimum 200 Amp. circuit breaker with all wiring to NEC and if any gas appliances are installed a carbon monoxide Detector. Also included two (2) phone jacks, two (2) TV receptacles, one (1) dryer receptacle, one (1) range receptacle, hook-up for a propane heater, well hook-up (if applicable), and all temporary hook-ups necessary.
16	13.3	Fixtures & Fans	per plan	Allowance for 5- fan/light combinations and other lights and receptacles to code and/or to plan (whichever is greater).

Owner Signature: _____

Contractor Signature: _____

Owner Signature: _____

Date: _____

Date: _____

Leon County Replacement Housing Program

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Exhibit 2 Attachment D

1197 Square Feet - 3 Bedroom 2 Bath (1197 sq. ft. Conditioned / 97 sq. ft. Porches)				
item#	spec.#	Category	Quantity	Description
17	5.6	Hardware		Polished brass, Schlage or equal. Dead bolts and locks on all exterior doors keyed alike. All interior doors either privacy or passage as required. Two towel bars and one T.P. holder per bathroom. One mirror per vanity. One medicine cabinet per bath.
18	3.6	Walks & Driveways		N/A
19	2	Landscaping & Sod		As required by Code.
20	13.5	Appliances	per plan	A Range, refrigerator and range hood only, one each, (provide a \$ allowance).
21		Miscellaneous Equipment	per plan	Vinyl-covered wire shelving in closets, one (1) each bedroom closet and over washer/ dryer area and five (5) in a linen closet. In the wall pest-control tubing/supply.

Owner Signature: _____

Owner Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

Leon County Replacement Housing Program

Exhibit 2 Attachment D

\$	<u>TOTAL</u>	w/o site prep. (w/14a)
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\$	<u>TOTAL</u>	w/o site prep. (w/14b)
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Owner Signature: _____

Owner Signature: _____

Date: _____

Contractor Signature: _____

Date: _____

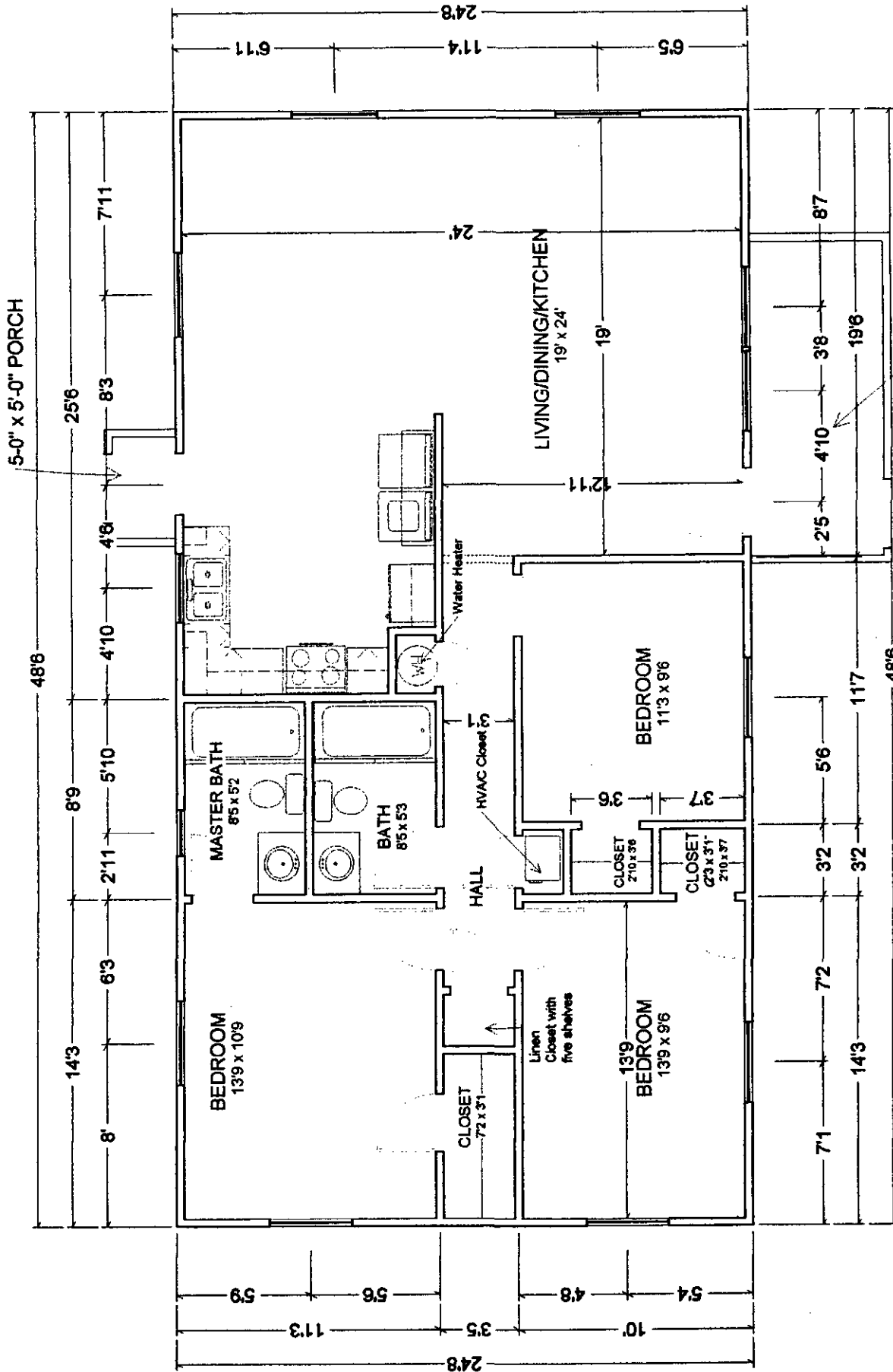
Leon County Replacement Housing Program

7 of 7

1197 SF LIVING AREA
97 SF PORCH
1294 SF TOTAL

12'-0" x 6'-0" PORCH

FLOOR PLAN THREE BEDROOM PLAN





BOARD OF COUNTY COMMISSIONERS

DEPARTMENT
OF
PUBLIC SERVICES

HEALTH AND HUMAN SERVICES DIVISION

HOUSING SECTION

NEW CONSTRUCTION SPECIFICATIONS

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SECTION 1 GENERAL CONDITIONS

- 1.0 SCOPE of work shall include all labor, materials, equipment, drawings, and services necessary for the proper completion of the construction of the property identified in the work write-up.
- 1.1 VALIDITY: If any part of this document is for any reason held to be invalid, such decision shall not effect the validity of the remaining portions of this code.
- 1.2 THESE SPECIFICATIONS shall be followed by the contractor and all subcontractors performing work on each new construction project and are a part of each Contract for New construction.
- 1.3 THE WORK WRITE-UP OR CHANGE ORDER shall take precedence over the specifications when in conflict as to the material, equipment, workmanship, etc. and shall be signed by the Owner, Contractor, Rehabilitation Specialist and Housing Coordinator.
- 1.4 THE DRAWINGS included with the work write-up are for illustration and may not be exact or to scale. (see spec. 1.7.)
- 1.5 TRADE NAMES or brand names are used in the Basic Specifications to establish quality, style or type of equipment or material required.
- 1.6 THE TERMS "EQUAL OR "BE IN OR" allow for substitutions as to the trade name. The determination of equal or better shall be made by the Housing Rehabilitation Specialist. Installation of substitutions without prior approval shall be at the Contractor's risk.
- 1.7 CONTRACTOR shall be responsible for all applicable building permits and fees, utilities and sanitation facilities, exact dimensions and construction details, and for acts and omissions of his employees and subcontractors and shall employ only qualified persons, skilled in the job to which he is assigned.
- 1.7.1 PERMIT shall be posted on the job site at all times along with a copy of the WORK WRITE-UP. This Work Write-Up shall be used by all code enforcement officials and other interested parties to review the scope of work being performed on the project. Copies of both of these documents shall also be on file with the Housing Rehabilitation Specialist for the County and the Home Owner.

- 1.8 SUBCONTRACTORS shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the General Contractor from full responsibility under the contract nor responsibility to the owner for the proper completion of all work to be performed under the contract. The General Contractor shall not be released from his responsibility by a subcontractual agreement he may make with others.
- 1.9 CHANGE proposed by either the contractor or the owner shall be in writing and agreed to by the contractor, the owner and the Housing Rehabilitation Specialist before any change in work is started.
- 1.10 MATERIALS shall be new, in good condition and of the grade required by the work write-up or specifications. Materials damaged in shipment or prior to owner's acceptance shall be replaced at the contractors's expense.
- 1.11 WORKMANSHIP shall be done in accordance with the trades standards as "Workmanlike. Manners" or "Acceptable Standards of Workmanship" and all items replaced or repaired shall be finished to match or blend with the surrounding and/or adjacent areas.
- 1.12 DAMAGED, deteriorated, loose or missing items shall be reported to the Housing Rehabilitations Specialist for inspection. He shall determine repair or replacement. Any damage as a result of the contractor's work shall be repaired or replaced by the contractor at no additional cost to the contractor nor owner.
- 1.13 CODES: All work performed shall be in accordance with all locally applicable codes, laws, regulations, and rules such as: HUD's Housing Quality Standards for The Section 8 Existing Housing Program; Federal, State and local Codes; Manufacturer's Specifications and recommendations for Installation; The Accessibility Codes and Standards.
- 1.14 BUILDING OFFICIAL shall mean the locally appointed Building Official and/or his appointed assistant(s).
- 1.15 QUANTITIES shall be provided as an estimate in determining the area to be covered, repaired, replaced or installed. This estimate is not intended to be an exact determination of the amount of material required.
- 1.16 HOUSING REHABILITATION SPECIALIST shall mean the person(s) assigned by Leon County Housing and Human Services to perform housing rehabilitation inspection and supervision work on behalf of the local government. Such

person(s) are not party to housing construction contracts.

- 1.17 **APPLICABILITY:** Section II of this document applies to all work performed under the local housing program, whether indicated in the work write-up or not. Instructions in other sections are applicable only when the work write-up requires a work item to be provided as described in the specification.
- 1.18. **REPLACE** shall mean to remove the existing and install a new replacement.

SECTION 2.0

SITE WORK AND INSPECTIONS:

Compliance with the work write-up, building code and specifications herein is required..

All exterior property areas and premises shall be maintained in a clean, safe and sanitary condition, free of hazards during the construction process and will remove all debris from the construction site after construction.

- 2.1 **ADJACENT PROPERTY:**
When adjacent property is affected by contract work, it shall be the contractor's responsibility to take whatever safeguards or precautions are necessary for the protection of the adjacent property and to notify the owner thereof prior to such actions
- 2.2 **DEMOLITIONS AND REMOVALS:**
- (A) Demolitions shall be conducted in a safe and workmanlike manner.
 - (B) Removals to be saved and/or replaced in accordance with the work write-up shall be properly protected or stored.
 - (C) Reasonable amounts of building debris may be allowed to accumulate if stored in a safe condition without causing damage to property and shall be removed when the quantity is sufficient to be economical.
 - (D) All removals, unused materials and debris (with exception of saved items) shall become the property of the contractor and shall be removed from premises prior to final inspection.
 - (E) Removals, unused materials and debris shall not be burned on the property site.

- (F) All construction debris and demolition material shall be removed to an acceptable landfill and the property will be left in a clean and safe condition.
- (G) Any deficiencies in proper grading or paving adjacent to the building shall be corrected to assure surface drainage away from foundations walls, the prevention of accumulated stagnant water on the lot, and the prevention of soil saturation detrimental to structures and lot use.
- (H) All interior wall and ceiling systems including sheetrock, paneling and exterior wood siding will be stripped down to the framing.

2.3 FINAL CLEAN UP:

- (A) Upon completion of construction, the entire premises shall be cleaned and cleared, with debris removed and interior left broom clean. When required by work write-up the premises shall be graded to blend with the surrounding area.
- (B) When required by work write-up, crawl spaces under a dwelling not completely enclosed with a masonry foundation wall shall be graded for drainage past the exterior perimeter of the dwelling.

2.4 MANDATORY INSPECTIONS:

- (A) The contractor shall notify the Housing Rehabilitation Specialist and the Building Official when work is ready for inspection.
- (B) Inspection requests shall be made to the offices of the Housing Rehabilitation Specialist and the Building Official and should provide a minimum of eight (8) working hours for inspections (Monday through Friday, 8:30 a.m. to 5:00 p.m.). However, inspectors should make all reasonable efforts to provide timely inspections.
 - 1. Rejection or refusal by the Housing Rehabilitation Specialist or the Building Official to approve the work for reasons of incompleteness, code violation or adequacy shall nullify that request for inspection.
 - 2. It shall be assumed that the responsible contractor in charge of the work shall have inspected the work and found it to be in compliance with Code and Contract requirements before a request

for inspection is made.

3. Electric, plumbing, roofing and mechanical subcontractors shall be present or represented at their respective inspections.
- (C) No work shall be done on any part of a building or structure beyond the point indicated herein until such inspection has been made, approved, and signed off for each successive step of construction as indicated by each of the following:
1. Demolition Inspection: To be made after demolition or removal and before replacement work begins.
 2. Foundation Inspection: To be made after necessary excavations have been made, forms erected and reinforcing steel has been placed.
 3. Pier Inspection: To be made after piers are completed.
 4. Reinforcement Inspection: To be made after all reinforcing steel is in place and before pouring concrete.
 5. Rough Plumbing Inspection: To be made after completion of rough in as required by local codes.
 6. Rough Electrical Inspection: To be made after completion of rough in as required by local codes.
 7. Framing Inspection: be made at each floor level and after all framing, fire blocking, furring and bracing are in place, and when sub-flooring, plumbing, and electrical work is roughed in.
 8. Sheathing Inspection: To be made upon completion of roof or wall sheathing.
 9. Roofing Inspection: To be made in accordance with manufacturer's installation specifications and at the completion of fastening the anchor sheet and flashing (including eaves drip or gravel stop), prior to tar and gravel flood coat, and upon completion of the roof covering. Existing sheathing/decking to remain shall be inspected after being uncovered.

10. Window and Door Inspection: To be made after windows and doors are installed and before attachments and connections to the building frame are concealed.
 11. Gypsum Inspection: To be made after gypsum board (drywall or lathing) is fastened, speckled and taped, but before paint or other finish is applied.
 12. Painting Inspection: To be made prior to and after each coat is applied.
 13. Insulation Inspection: To be inspected before concealed
 14. Plumbing Inspection: To be made after completion of all plumbing work
 15. Electrical Inspection: To be made after completion of all electrical work.
 16. Special Inspections: to be made of all mechanical installations, awnings, etc., and at such intervals during the progress of the work as may be required by the Housing Rehabilitation Specialist or Building Official and upon completion of work.
 17. Other Inspections: To be made as the Housing Rehabilitation Specialist, owner, contractor or Building Official reasonably request.
 18. Final Inspection: To be made after all work has been completed and the structure is ready for use or occupancy.
- (D) No reinforcing steel, structural work, plumbing, electrical, mechanical, gas nor roofing shall be covered or concealed in any manner whatsoever without the approval of the Building Official and for Housing Rehabilitation Specialist.
- (E) The Housing Rehabilitation Specialist reserves the right to conduct tests to determine compliance with codes and specifications, including, but not limited to, tests of materials and strengths (for example, grab bar thrust resistance). Damage to the property resulting from the failure of work to meet required strength, resistance or other performance standards shall be corrected by the contractor at his own expense.

2.7 HOUSE RAISING:

- (A) House raising shall be performed when required to level a dwelling or to do extensive foundation, pier, or floor framing work.
- (B) Dwelling shall be entirely and uniformly raised and lowered using a procedure that the contractor determines to cause minimal or no damage to the dwelling.
- (C) Piers, foundation walls and supporting members shall be properly constructed to be level, plumb, and equal in finished height prior to lowering of dwelling,
- (D) Spot raising may be performed in a workmanlike manner in order to bring a portion of a dwelling to the same level as that of the rest of the structure, or when replacing piers.
- (E) The contractor/subcontractor performing house raising shall be fully insured against any and all damages to the structure and contents resulting from such raising, and shall be responsible for correcting any resulting damages.

2.8 PEST CONTROL INSPECTION:

- (A) The general contractor shall obtain a local licensed pest control operator for the extermination of pests and insects when required by work write-up.
- (B) Exterminators and exterminating procedures shall be in compliance with State and Federal regulations, such as State Law Chapter 482 and HRS Chapter 10D-55 Entomology.
- (C) Upon completion of work, a certificate of extermination and one-year warranty signed by the licensed operator shall be provided to the owner, with a copy to the Housing Rehabilitation Program.

SECTION 3.0 CONCRETE:

Compliance with the work write-up, local building codes and specifications herein is required. All concrete construction shall conform to the American Concrete Institute (ACI) Guidelines.

- (B) Interior concrete shall be smooth trowel finished and sealed.
- (C) Exterior concrete walkways shall be broom finished perpendicular to path of travel.
- (D) Exposed edges of all concrete shall be edged with edging trowel.

3.4 CONCRETE FOOTING:

- (A) Concrete footings for walls shall be no less than eight inches (8") wide and sixteen inches (16") deep and extend to below compacted finish grade. *twelve inches (12n) below finish grade. Footings shall rest on treated soil in accordance with the and specifications.*
 - 1. When sills are installed directly on concrete footings they shall have anchorbolts installed six feet (6') on center.
 - 2. Anchor bolts shall be one-half inch in diameter (1/2" X 8") embedded vertically six inches (6~) into concrete with no less than a one inch (in) hook or bend on the bottom and extended approximately two an done-half inches (2 1/2") above the concrete.
- (B) Pier footings for eight inches by eight inches by sixteen inches (8" x 8" x 16n) hollow masonry units not over six feet eight inches (6'8n) in height, shall be of concrete sixteen inches (16n) wide, eight inches (8n) deep, twenty-four inches (24n) long, and poured to a depth of twelve inches (12n) below finish grade.
 - 1. Pier footings shall have mat or grillage of no less than #4 (1/2') steel consisting of two (2) bars twenty inches (20") long spaced eight inches (8") apart and cross-tied with three (3) bars twelve inches (12") long spaced eight inches (8") apart
- (C) Hollow unit masonry (block) shall not be used for footings.
- (D) Pier footings shall be spaced no more than eight feet (8') apart on center.
- (E) All footings shall be designed and erected to carry the dead and live loads imposed on them.
- (F) See Section IV (Masonry). For Piers and Foundations (see spec. 4.1).

3.5 CONCRETE SLABS:

- (A) Concrete slabs on grade shall be 4" concrete reinforced with 6 x 6 W1.4 X W1.4 WWM on 6 mil polyethylene vapor barrier on compacted sand fill. WWM shall be 1" from the top of the slab. Fiber Mesh or Forta Fiber may be used as a substitute for WWM if so approved by the Building Department. Concrete slabs shall be no less than three and one-half (3 1/2) inches thick. For interior floor slabs, a minimum of six (6) mil polyethylene (visqueen) vapor barrier shall be installed between ground and concrete.
- (B) All concrete slabs shall be reinforced with 6" x 6" 10/10 wire fabric placed at mid depth of concrete
- (C) All exterior steps or stairs shall rest upon a poured concrete slab, extending a minimum of four inches (4") out from sides and back of steps, with an apron extending thirty-six inches (36") out in front of steps. Steps, as well as handrails (when required) shall be anchored to concrete.

3.6 EXTERIOR CONCRETE:

- (A) All concrete slabs shall be provided with control joints approximately ten feet (10') apart in each direction. Control joints shall extend completely through the depth of the concrete; metal key cove may be used.
- (B) All exterior concrete slabs shall be pitched to drain away from dwelling and shall not puddle (hold water) more than one-eighth inch (1/8") deep. shall be equipped with guardrails (see spec. 5.5).

3.7 CONCRETE PIERS. COLUMNS. BEAMS. AND LINTELS:

Concrete piers, columns, beams, and lintels shall be designed and erected to carry the dead and live loads to be imposed on them as to size, components, and bearing.

3.8. DAMAGED CONCRETE:

- (A) Concrete that is cracked, failing or deteriorated shall be removed and replaced with new concrete. Do not repair.

- (B) Concrete that is about to fail due to erosion of the earth supporting it may be pressure grouted or underpinned with concrete when approved by Housing Rehabilitation Specialist.

SECTION 4.0 MASONRY

Compliance with the work write-up, building codes and specifications herein is required.

4.1 HOLLOW UNIT MASONRY BLOCKS: (See Illustration at end of this Section)

- (A) Hollow unit masonry block (concrete block) shall be eight inches by eight inches by sixteen inches (8~ x 8~ x 16~) unless otherwise specified in work write-up and shall comply with the American Society for Testing Materials (ASTM).
1. Hollow unit masonry block (concrete block) shall footings, steps, nor at any time with cells turned horizontally. not be used for footers.
 2. Concrete block may be stack bond (one on top of another) only when used-for piers and columns and shall be filled with concrete or type M, S. or N mortar, regardless of height.
 3. Concrete block shall be staggered horizontally in vertical courses when used in wall construction.
 4. All concrete block shall be laid in head and bed mortar joints consistent in thickness of no less than three-eighths inch (3/8") nor more than five-eighths inch (5/8") type M, S. or N mortar.
- (B) Anchorage and/or reinforcement shall be required when concrete blocks support sills, girders, joists, framing or lintels (by means of anchor bolts, straps, and/durawall).
1. Anchor bolts (see spec. 3.4(A), 2).
 2. Anchor straps for girders, joists and framing shall be steel one-eighth inch thick by one inch wide by twelve inches long (1/8" x 1" x 12")

embedded six inches (6") into concrete or type M, S. or N mortar and protruding out of the top of the concrete block six inches (6").

3. Foundation walls erected with concrete block shall be filled with concrete or type M, S. or N mortar when over two feet (2') in height shall have durawall reinforcement installed continuously in every other horizontal bed joint sixteen inches (16n) on center vertically in height
 4. Piers over thirty-two inches (32"), (4 block) in height shall have one (1) bar of #5 5/8" steel embedded in each block core vertically and embedded into the footer a minimum of six inches (6"). All piers shall be filled regardless of height (see spec. 4.1(A), 2).
- (C) Foundation walls below grade shall be provided with a sealer on the exterior of the foundation walls to prevent the penetration of moisture or water.
- (D) No masonry work shall occur in freezing weather or be installed on muddy, frozen, or partially frozen ground. Proper protection shall be provided to protect installed masonry from freezing.

4.2 BRICK:

- (A) Brick shall conform to the American society for Testing and Materials (ASTM) and shall be laid with full head and bed joints of which the average thickness shall not exceed one-half inch (1/2n).
- (B) Brick shall be attached to block or framed walls by galvanized wall ties every thirty-two inches (32") on center horizontally and every twenty-four inches (24") on center vertically.
- (C) Weep holes shall be provided at four feet (4') on center by omitting mortar in the vertical joints at the bottom course. A shield or insect barrier shall be provided which has openings or louvers one-sixteenth inch (1/16") or less which drains and dries the inner cavity but will retain poured insulation.
- (D) Brick or mortar joint reinforcement shall be installed when required.

4.3 REPAIRS AND REPLACEMENTS:

- (A) No masonry shall be laid when surrounding temperature is lower than 40 degrees Fahrenheit.
- (B) All masonry repairs or replacement shall match existing or surrounding areas and be uniform.

4.4. STUCCO:

Stucco shall comply with requirements of the American Society for Testing and Materials (ASTM) and the American National Standard Institute, Inc. (ANSI)

4.5 CRAWL SPACE:

- (A) Ventilation openings shall be provided for enclosed crawlspace according to building code, using louvered vents.
- (B) Crawlspace enclosed with ventilated vinyl skirting shall be extended from finished grade to exterior wall siding level, and shall be securely fastened to pressure-treated framing.
- (C) When a crawl space of eighteen inches (18") or more in height exists under a dwelling, enclosed with foundation walls, an access opening shall be provided of no less than eighteen inches high by twenty-four inches (18" x 24") wide.
 - 1. Access openings shall be readily accessible and shall have a door or covering that may be easily opened or removed.
 - 2. Access doors shall be tightly fitted, with hinges and throw bolt.
 - 3. Framing and door shall be of pressure treated material.

4.6 PLASTERING:

Plastering shall comply with requirements of the American Society for Testing and Materials (ASTM) and the American National Standards Institute, Inc. (ANSI).

SECTION 5.0

INGRESS AND EGRESS PROTECTION:

Compliance with the work write-up, building codes, manufacturer's specifications

and specifications herein is required. (For physically handicapped, see Accessibility codes and standards.)

5.1 STEPS OR STAIRS:

- (A) Steps or stairs shall not be less than three feet (3') in width.
- (B) A flight of stairs shall not change in direction of travel unless a landing is provided (see spec. 5.2).

5.2 LANDINGS:

- (A) Stairs, steps and ramps shall be provided with landings at the top, at the bottom, and at any change in direction. No door shall open immediately over a step or stair. A landing shall be provided at the same elevation as the floor of the door it serves.
- (B) Landings shall be no less than three feet (3') in width or length and level in grade. Landings thirty inches (30") or more above grade or a floor below shall be protected by guardrails (see spec. 5.5).

5.3 RAMPS, LANDINGS AND PLATFORMS:

- (A) A ramp shall be no less than thirty-six inches (36") in clear width nor greater in slope than one foot (1') of vertical height in twelve feet (12") of horizontal length.
- (B) A ramp shall not change in grade from the bottom to the top, nor between platforms.
- (C) A ramp shall be provided with a landing at the bottom of the ramp and a platform at the top of the ramp, at intervals of no more than thirty feet (30') in length, at any change in direction of travel and at any door opening.
 - 1. The bottom landing or approach to a ramp shall be no less than three feet in width by six feet in length (3' x 6') or approach to the ramp.
 - 2. The top platform of a ramp shall be no less than five feet in width by three feet (5' x 3') in length (depth or protrusion).

3. Where a door opens onto a ramp, a platform shall be provided of no less than five feet (5') in length or path of travel and at the same elevation as the floor of the door it serves.
- (D) Ramps and platforms shall be provided with handrails and guardrails (see spec. 5.4 and 5.5).
- (E) Exterior ramps shall be made of non-slip materials.
- (F) All landings or platforms shall be level in grade and no less than three feet in width by three feet (3' x 3') in length or depth.

5.4 HANDRAILS:

Handrails shall be provided, designed and built to comply with the requirements of specification 5.0 as to dimensions for height, width, spacing, horizontal thrust, strength, number and protection.

- (A) Handrails shall be provided on stairs, steps and ramps rising more than thirty inches (30") above a floor or grade and stairways of more than three (3) risers.
- (B) The top member of a handrail shall be smooth surfaced.
- (C) Handrails shall be located no less than thirty inches (am) nor more than thirty-four inches (am) above the leading edge of a tread.

5.5 GUARDRAILS:

- (A) Guardrails shall be provided, designed and built to comply with the requirements of specification 5.0 as to dimensions for height, width, spacing, horizontal thrust, strength, number and protection.
 1. Guardrails shall be provided at unenclosed floor openings, landings, platforms, ramps, balconies or porches which are more than thirty inches (30") above grade, and on unenclosed sides of stairs, steps, and ramps rising more than 30" or 3 risers.
 2. Guardrails shall be provided with intermediate rails, lattice work or ornamental pattern constructed so that a sphere six inches (6") in

diameter cannot pass through.

3. Guardrails on steps shall be to the height specified for handrails. All other locations shall have a minimum of 36" in height.
4. The top member of a guardrail shall be sanded smooth.

5.6 DOORS:

All doors will be replaced and appropriate hardware and lock-sets installed, all exterior locks, entry and dead bolt locks shall be keyed alike. All exterior doors shall be steel pre-hung door units with weather stripping installed and bored for lock-set and dead-bolt. Screen doors will have a closure system and a latch.

- (A) All doors used for ingress and egress shall be six feet eight inches (6'8") in height and hung with a clearance around the perimeter of no less than one sixteenth inch (1/16") nor more than one-eighth inch (1/8").
- (B) All doors shall be hung in jambs and casings that are plumb and level. When jambs and casings are damaged they shall be replaced with new prehung jambs, casings and trim. All hardware shall be mortised true as to fit.
- (C) All doors will be replaced and appropriate hardware and lock-sets installed, all exterior locks, entry and dead bolt locks shall be keyed alike. All exterior doors shall be steel pre-hung door units with weather stripping installed and bored for lock-set and dead-bolt. Screen doors will have a closure system and a latch.
 1. New exterior pre-hung jambs shall be no less than one and one-fourth inches (1 1/4") thick with an allowance for a screen door assembly (see spec. 5.6(G), and shall be sanded smooth and protected from weather immediately upon completion of hanging by painting or varnishing. Interior doors will be installed with privacy locks for bedrooms and bathrooms and passage locks for all other swing doors.
 2. Rabbit exterior jambs shall be no less than one and one-fourth inches (1 1/4"), and shall not be rabbited to less than five-eighths inch (5/8").
- (C) Exterior doors shall be solid core wood flush of luan, birch or better and

no less than one and three-fourth inches (1 3/4") thick and no less than thirty-two inches (32") in width, or insulated metal of the same dimensions. A primary door shall be provided of not less than thirty-six inches (36") in width.

1. Exterior doors shall open into the interior rather than the exterior of a dwelling to allow for screen door installation.
 2. Exterior doors shall be weather tight provided with three (3) four by four inch (4" x 4") prefinished hinges, and aluminum threshold with vinyl strip (sized to fit opening), all exterior locks, entry and dead bolt locks shall be keyed alike and of quality equal to "Schlage A Series" or better (installed in accordance with manufacturer's specifications).
 3. Exterior doors shall be sanded smooth and protected from weather immediately upon completion of hanging by painting or varnishing.
- (D) Interior doors shall be hollow core wood flush of luan, birch or better, no less than one and three-eighths inches (1 3/8n) thick and no less than thirty inches (30n) wide unless otherwise specified.
1. New interior prehung jambs shall be no less than five-eighths inch (5/8n) thick and painted or varnished as to Section XV (Painting) and work write-up.
 2. Interior doors shall be provided with two (2) three and one-half by three and one-half inch (3 1/2" x 3 1/2n) prefinished hinges, and the proper lock (passage or privacy). Locks shall be equal to "Schlage A Series" or better, and shall be installed in accordance with manufacturer's specifications.
 3. Interior doors shall have bottoms trimmed off to accommodate floor covering plus approximately one-fourth (1/4) to one-half (1/2) inch for ventilation when required and shall be sanded smooth and painted or varnished as to Section XV and the work write-up.
 4. Interior pocket doors shall comply with specifications for interior doors as to size, thickness, locks, clearance, and finish.
 5. Interior doors will be installed with privacy locks for bedrooms and bathrooms and passage locks for all other swing doors.

- (E) Closet doors may be flush, by-pass, bi-fold or louvered designed to fit opening and installed as to manufacturer's specifications and include a passage lock equal to 'Schlage A Series" or better.
- (F) Doors provided for areas requiring mechanical or combustible ventilation shall comply with local fire ordinances.
- (G) Screen doors may have aluminum or wood frames and shall be installed with either pneumatic or spring closures or spring hinges. A bug strip, screen guard and locking device shall be provided
 - 1. A bug strip shall be the width of the door opening and fastened horizontally to the exterior bottom of the door with not less than one-half inch (1/2") of vinyl extending down below the door.
 - 2. A metal screen guard shall be fastened over the exterior bottom half of a screen door.
 - 3. When screen door jambs are required, they shall be aluminum prehung units with a door clearance around the perimeter of no more than one-eighth inch (1/8") nor less than one-sixteenth inch (1/16").
- (H) Access doors or coverings for openings into crawl spaces under a dwelling and for openings into attic areas shall be as follows:
 - 1 See 4.5 © for crawlspace access.
 - 2 An interior attic access door constructed of 1/2" plywood or oriented strand board (OSB) painted to match ceiling of no less than twenty-two inches by thirty-six inches (22" x 36") shall be provided.
 - 3. Access door shall be tightly fitted.

5.7 WINDOWS:

- (A) Windows shall include framing, locks, casing, sills, trim, screens, and weather protection. *Bathroom windows shall be obscured glass to five feet (5') above the floor.*
 - 1. Windows shall be sized to fit existing openings unless otherwise specified in work write-up.

2. All windows exposed to weather shall be provided with flashing above window and caulked around the perimeter.
 3. Windows shall be caulked between framed opening and window upon installation and caulked around perimeter of window after installation.
 4. Windows shall comply with the light, ventilation, and egress requirements of the building codes.
 5. Windows shall be provided with proper locks and shall have the capability to remain in the open position desired without the use of props.
 6. Replace all windows with insulated metal single hung windows with screens. All applicable egress and tempered glass requirements will apply.
- (B) All windows shall be provided with sill of hardwood, marble, ceramic tile, or approved moisture resistant materials such as Formica or plastic covered wood materials.
- (C) Existing windows shall be repaired or replaced in accordance with original manufacturer's specifications and/or work write-up and specifications herein.
- (D) New windows shall be aluminum single hung with thermal or double insulated glass equal to "Croft Series 25~ or better, with self-storing screens, and installed in accordance with manufacturer's specifications.
- Replace all windows with insulated metal single hung windows with screens. All applicable egress and tempered glass requirements will apply.
- (E) Window screens shall be aluminum frame with either a charcoal fiberglass screen mesh or not less than eighteen by fourteen (18 x 14) strands per inch with a strand diameter of .011 or an Aluminum mesh. Screen shall be stored and protected (not installed) until all exterior work and painting is completed.

SECTION 6.0 FRAMING

6.0. STRUCTURE

All framing members (rafters, floor joists, girder, beams, ceiling joists, wall studs, headers, plates and roof trusses) will be replaced, supplemented or repaired as needed and as required by the building department. If defects are detected an inspection must be called for before exposed areas are concealed. Structural members shall be restored to the original rigidity and properly attached to the structure. In addition any sagging floors or out of plumb chimneys, fireplaces, partitions, stairs and building exterior walls shall be restored, as near as practical, to an acceptable level or plumb position, or braced so as to prevent a reoccurrence of these conditions. Compliance with the work write-up, building codes and specifications herein is required.

6.1 FLOOR:

- (A) All floors of habitable rooms, bathrooms, and hallways shall be level and uniform in height throughout the dwelling unless otherwise specified in the work write-up.
- (B) All girders, sills, floor joists and flooring that is damaged, deteriorated, inadequate, over stressed or improperly spliced shall be reported to the Housing Rehabilitation Specialist and repaired or replaced as to work write-up or change order.
 - 1. Girders, sills and floor joists shall be sized, spaced, and spanned to carry the dead and live loads they are designed to carry.
 - 2. Girders and sills shall be anchored to the foundation at not less than six feet (6') on center or at every pier.
 - 3. Doubling of lumber shall include 20D nails from both sides, minimum 2 at each end of piece and each splice, and 2 rows of nails at top and bottom of joist/sill/girder 32" OC, staggering nails. Splices shall be staggered.
 - 4. Joints shall rest on supporting members.
 - 5. Floor joists shall be installed appropriately according to one of the following procedures:

- (a) Ends shall rest a minimum of 3" on sill or appropriate supporting member, adequately toe-nailed with 10D nails;
 - (b) Ends shall be secured into side of sill or girder with steel joist hangers (1/4" x 1 1/2" strap iron) or steel angles 3" x 2" 18 gauge 6" long applied to both sides of joists. Joists may also be toe-nailed into side if resting on ribbon not less than 2" x 2n, joists notched not more than 1/4 of depth.
- 6. Cuts in joists for plumbing or conduit shall be no more than 2" diameter, and shall be centered between the top and bottom of the joist.
- 7. Protection from decay and termites shall be provided by:
 - (a) Pressure treated girders and sills where closer than twelve inches (12") from ground;
 - (b) Pressure treated joists and bottom of wood or structural flooring if closer than eighteen inches (18") from ground; and
 - (c) Pressure treating or separating from masonry by felt, metal or pressure treated wood.

6.2 WALL FRAMING:

- (A) Wall framing shall be inspected by the Housing Rehabilitation Specialist whenever wall covering is removed, i.e. interior wall coverings and exterior siding and/or siding. Inadequate wall framing shall be replaced or repaired according to work write-up or change order.
- (B) All new walls, exterior and interior shall consist of conventional 2x4 wall framing, 16" on center for exterior walls and 24" on center for interior walls, unless increased structure required because of specific conditions and required by building code and local building officials. Grade and species of lumber will be determined by the local building requirements. Sheathing shall consist of 7/16 "wood structural panels", OSB or equivalent nailed according to code. Window and door headers will be consistent with the Standard Building Code. A Tyvek or equivalent moisture barrier will be applied over the Sheathing. Studs shall be 2" x 4" unless plumbing requires 2" x 6" for passage of pipes.

- (C) Unless reinforced, studs shall not be notched more than 1/4 of their depth, nor drilled through the wide face more than 1 1/4" in a 4" stud or 2" in a 6" stud.
- (D) Block walls shall be furred out with one inch by two inch (1 in X 2 in) pressure treated wood. Furring shall be nailed into block walls sixteen inches (16 in) on center into the solid portions of the block.

6.3 CLOSETS:

- (A) Clothes closet shall be sized as to work write-up with a minimum interior depth of two feet (2'). (See spec. 6.2(D)).
 - 1. A closed shelf shall not be high than six feet (6') from the floor and shall support thirty (30) pounds per linear foot with a vertical deflection of no more than one-fourth inch (1/4").
 - 2. A closet rod for clothes hanging shall not be higher than five feet (5') above the floor and shall support ten (10) pounds per linear foot with a vertical deflection of not more than one-fourth inch (1/4").
 - 3. For wheelchair access, rods shall be no higher than forty-eight inches (48") above the floor.
 - 4. There shall be a clearance between the shelf and rod of no less than two inches (2").
- (B) Linen closets shall be no less than twelve inches (12") in depth and width and shall have at least four (4) shelves.
 - 1. Shelves shall be spaced no less than twelve inches (12") apart with the top shelf no higher than six feet (6') above the floor and the bottom shelf no less than twelve inches (12") above the floor.
 - 2. Shelves shall support thirty (30) pounds per linear foot with a vertical deflection of no more than one-fourth inch (1/4").

6.4 ROOF AND CEILING FRAMING:

- (A) Roof trusses, when provided, shall be engineered by a licensed truss manufacturer and stamped by the manufacturer, to assure structural integrity.
- (B) Roof framing shall include rafters, collar ties and jack rafters.
 - 1. New roof framing shall include a ridge board.
 - 2. A collar tie shall be installed on each pair of rafters, minimum 2 nails each end.
 - 3. Jack rafters shall be nailed to ceiling joists over bearing walls where possible, minimum 2 nails each end.
- (C) Eaves shall be constructed according to work write-up and codes.
 - 1. Soffit materials shall be no less than three-eighth inch (3/8") thickness.
 - 2. Fascia material shall be redwood, cypress, cedar, pressure treated wood or naturally decay resistant material.
 - 3. Eave ventilation shall comply with building codes.
- (D) Ceiling and roof framing shall be inspected in attic access areas of pitched roofs. Flat roofs or roofs without access openings shall be inspected when ceiling or roof coverings are removed. Damaged, deteriorated, or inadequate materials (including ceiling joists, rakers, trusses, eaves, sheathing and roof supports) shall be reported to the Housing Rehabilitation Specialist and repaired or replaced as to work write-up or change order.

6.5 SCREEN PORCHES:

- (A) Screen porches shall be provided in accordance with manufacturer's specifications and as described herein.
- (B) Screen porches shall be framed with pressure treated wood 2" x 4" and screened with charcoal fiberglass mesh of no less than twenty by twenty (20 x 20) strands per inch with a strand diameter of .013. A screen panel may exceed four feet (4') in height when provided with a horizontal intermediate wood support rail every four feet (4') in vertical height, or at

a height of 3' above floor with a 5' area between rail and ceiling.

SECTION 7.0 ROOFING

7.0 Compliance with the work write-up, building codes, manufacturer's specifications and specifications herein is required.

7.1 ROOFING REQUIREMENTS:

- (A) Roofing inspections shall be the initial responsibility of the contractor, allowing a reasonable length of time for coordination of inspections.
- (B) Roofing and re-roofing shall not be done during inclement weather.
- (C) Roofing and re-roofing shall include all underlayments, all metal flashing, and all roof coverings as follows:
 - 1. Sheathing shall consist of one-half inch (1/2") CDX plywood or seven-sixteenths inch (7/16") (OSB), mineral surface roll roofing and asphalt saturated felts.
 - 2. Metal flashing, valley flashing, chimney flashing, wall flashing, counter flashing, cantstrips, chimney crickets and flashing all protrusions through the roof such as pipes, vents and stacks.
 - 3. Roof covering, slate roofing, tile roofing, metal roofing, mineral surfaces roll roofing, built-up roofing, wood shakes or shingles and asphalt or fiberglass shingles.
- (D) Roofing shall not be installed over existing (old) roofing nor on roofs with damaged, deteriorated or missing sheathing and/or framing, such as trusses or rafters. Such items shall be reported to the Housing Rehabilitation Specialist and replaced or repaired according to the work write-up or change order.
- (E) Built up roofing shall not be patched nor repaired.
- (F) Remove all roof covering material down to the roof sheathing or furring strips. Remove all debris to legal dump site. Take precautions to protect

- plants, shrubs, trees and fences from damage during removal.
- (G) Replace up to 10% of any rotten, badly warped or broken roof decking and nailers. Material shall match remaining as closely as possible. Roofs requiring more than 10% decking shall be covered through a Change Order. Call for an inspection before replacing additional decking and nailers'

7.2 FIBERGLASS SHINGLES:

Fiberglass shingles shall be provided for all dwellings requiring complete reroofing and having a pitch of 3/12 or more, and shall be installed according to manufacturer's specifications.

- (A) Fiberglass shingles shall be no less than a Class "A" fire and wind rating nor less in weight than two hundred a fifteen (215) pounds per square (100 sq. ft.) and shall be provided with no less than a twenty (20) year limited warranty.
- (B) Color shall be selected by Owner.
- (C) Install an appropriate drip edge at all fascia boards and barge rafters. Install channel Flashing behind siding at intersection of roof and walls. Install galvanized metal flashing or step flashing tucked securely into masonry or brick chimneys.

7.3 METAL ROOFING:

- 7.3.1 Installation of corrugated roofing materials shall be done in accordance with manufacturer's recommendations. Sheet laps should be located over the rafters if possible. Install sheets with side edges curving down. Cross braces are spaced on twenty-four inch (24") centers. Attach by nailing per instructions into cross braces, front header and back header. Sheeting should overlap a minimum of one corrugation on sides and eight inches (en) ends. Nail in every other valley. For windy areas, nail on each crown or valley. Roofing nails (minimum length 1 3/4") shall be aluminum with neoprene washers.
- 7.3.2 Replace and or repair metal roof as needed and cool seal. Not more than 20% of the metal should need to be replaced. All structural members need to be inspected during this process and any damaged or rotted roof framing replaced. This is especially needed on the front porch. Cool seal entire roof.

7.4 VENTILATION:

- (A) Ventilation of attic space shall be provided according to building codes and contract. Installation shall meet manufacturer specifications and provide weather protection. Size to be determined by contractor to meet codes.
- (B) Eave Vents
 - 1. Soffit vents shall be manufactured vents or continuous openings screened on interior side.
 - 2. Birdstop vents shall be manufactured or screened openings.
- (C) Gable vents shall be wood or metal louvers with screens, sized to meet building codes.
- (D) Roof vents (turbine, strip or exhaust) shall be installed with attention to proper flashing.
- (E) Install continuous metal ridge vent along ridge lines of roof. Stop vents 18" from end of ridge line or from intersections of ridge lines. Make sure decking is cut back at least one (1") inch from edge of ridge pole so that a ventilation opening exists below the vent. Vent is to have a baked on enamel finish and shall be provided with approved endcaps to insure against leaks. All applicable manufacturer's installation instructions shall apply.

SECTION 8.0 EXTERIOR WALLS:

8.0 Compliance with the work write-up, building codes, manufacturer's specifications and specifications herein is required.

8.1 EXTERIOR WALL REQUIREMENTS:

- (A) Exterior walls shall provide safe and adequate support for all loads imposed upon them, and prevent the entrance of water or excessive moisture (see spec. 10.2).
- (B) Damaged, deteriorated or missing masonry, exterior wall sheathing and/or siding shall be repaired and cracks, corners, and openings effectively

sealed, or materials replaced.

- (C) Portions of exterior walls that are repaired or replaced shall be uniform and match surrounding areas.
- (D) Exterior wood sheathing and siding shall not be less than twelve inches (12") above the ground unless pressure treated or naturally decay resistant.
- (E) Siding shall include vapor barrier, building paper or felt, inside and outside corner trim, window and door flashing and/or trim, appropriate moldings and trim, caulking and flashing between abutting bottom and top ends of panel siding.
- (F) Horizontal siding joints shall be made over supports, staggered with not more than three joints on the same stud, except at ends.
- (G) Siding shall be installed in a workmanlike manner, matching horizontal courses and vertical lines on panel siding.
- (H) All new walls, exterior and interior shall consist of conventional 2x4 wall framing, 16" on center for exterior walls and 24" on center for interior walls, unless increased structure required because of specific conditions and required by building code and local building officials. Grade and species of lumber will be determined by the local building requirements. Sheathing shall consist of 7/16 OSB or equivalent nailed according to code. Window and door headers will be consistent with the Standard Building Code. A Tyvek or equivalent moisture barrier will be applied over the Sheathing. Studs shall be 2" x 4" unless plumbing requires 2" x 6" for passage of pipes.

SECTION 9.0
INTERIOR SURFACES:
WALLS, CEILINGS AND FLOORS

- 9.0 Compliance with the work write-up, building codes, manufacturer's specifications and specifications herein is required.
- 9.1 WALLS AND CEILINGS:

- (A) **Interior Surfaces**-All interior wall and ceiling systems including sheetrock, paneling and exterior wood siding will be stripped down to the framing .Walls and ceilings will have appropriate wall board installed to meet installation conditions IE.; use of moisture resistant board in all wet locations, use of blue board for hardcoat applications and regular rock for popcorn and orange peel. All rock will be ½ " or more. All interior wall and ceiling surfaces, interior and exterior doors and all interior woodwork shall be covered with an appropriate finish such as primer and paint. **No wall paper will be applied.** Owner will be given a choice of color.
- (B) **Walls**- All interior wall and ceiling surfaces, interior and exterior doors, all interior woodwork and kitchen and bathroom walls are to be covered with an appropriate finish i.e.;primer and painted with semi-gloss enamel unless otherwise noted. All wall finishes will consistent. Paneling may be installed as selected by the owner if the cost does not exceed that for sheet rock.
- (C) **Ceilings** - All ceiling finishes will be consistent.
- (D) **Doors** - Interior doors will be installed with privacy locks for bedrooms and bathrooms and passage locks for all other swing doors.
- (E) **Floors** - Flooring will be replaced with new vinyl in bathrooms and kitchen and carpet in other rooms, unless
- (F) All interior walls and ceilings shall be covered and finished as to work write-up. See Section X (Insulation) and Section XV (Painting).
- (G) Interior ceilings and/or wall coverings that are damaged, deteriorated, buckling or have other defects, including holes, shall be repaired or replaced and shall match and be uniform with the surrounding area.

9.2 DRYWALL:

- (A) Drywall shall be no less than one-half inch (½") in thickness and shall include metal corner beads, taping, finishing, and all trim moldings.
- (B) Drywall shall not be fastened nor glued directly to masonry walls.
- (C) Ceilings in bathrooms (and kitchen if owner chooses) shall be smooth finish with enamel paint. All other ceilings shall be finished in one of the following manners, selected by the owner: blown, roll stipple, or unpainted textured hardcore.

- (D) Walls in kitchen and bath shall be smooth finish. Other rooms shall be textured in one of the following, selected by owner: smooth, orange peel, or unpainted textured hardcoat
- (E) Existing trim moldings may be reused if not damaged.
- (F) Moisture proof sheetrock (green board or blue board) shall be used on walls surrounding plumbing fixtures.

9.3 PLASTERING:

Plastering shall comply with the American Society for Testing and Materials (ASTM) and the American National Standards Institute, Inc. (ANSI) (see spec. 9.1).

9.4 PANELING:

- (A) Paneling shall include ceiling cove, base molding, inside and outside corner trim, batten strips, adhesive and appropriate nails as to color, size and application.
- (B) Paneling shall be installed in a workmanlike manner as to nationally recognized practices (see spec. 9.1 and manufacturer's specifications).
- (C) Paneling shall be no less than four foot by eight foot (4' x 8') wood backed panels, one-fourth inch (1/4") thick, nailed in the grooves and not on the printed face, and adhesives shall not be used as the primary fastener.
- (D) Paneling of less than one-fourth inch (1/4") thickness, but not less than three sixteenths inch (3/16"), may be installed over approved backing. (See work write-up or manufacturer's specifications.) Backing may include drywall, smooth wood, paneling or sheathing.
- (E) Paneling shall be consistent and match as to style, color, texture and installation throughout any one room.
- (F) Style and color shall be chosen by owner. Price allowance shall refer to contractor's purchase price for paneling.

9.5 TILEBOARD:

- (A) Plastic-finished one-fourth inch (1/4") hardboard paneling equal in quality

to

Masonite's "Royaltile" or better shall be installed in bathrooms, kitchens, and elsewhere when specified by work write-up.

(B) Tileboard paneling shall be installed as to manufacturer's specifications and recommendations, including trim, molding, backing, etc.

(C) Owner shall have a choice of style and color.

9.6 **VINYL FLOORING:**

(A) Vinyl flooring shall meet FHA standards and installed to comply with manufacturer's specifications and recommendations.

(B) Sheet vinyl flooring seams shall be kept to an absolute minimum with all edges securely fastened to avoid separating or curling.

(C) Owner shall have a choice of style and color. Price allowance shall refer to contractor's purchase price for vinyl.

9.7 **CARPETING AND PAD:**

(A) Carpeting and pad shall meet FHA standard.

(B) Carpeting seams shall be kept to an absolute minimum and all edges securely fastened to avoid separating.

(C) Owner shall have choice of types and color. Price allowance shall refer to contractor's purchase price for carpet, excluding pad and installation.

9.8 **UNDERLAYMENT:**

(A) Floor coverings shall be installed over a smooth, solid (BC) surface. New underlayment may be (OSB) or plywood. Cracks and nail indentions shall be filled and smoothed for vinyl

(B) Where a sturdy subfloor exists, underlayment shall be one-fourth inch (1/4n) or thicker, BC plywood or one-fourth inch (1/4~) (OSB). Where new subflooring is required, three-fourth inch (3/4n) BC plywood shall be installed as a subflooring and underlayment combination.

SECTION 10.0
INSULATION:

10.0 Compliance with the work write-up, building codes and specifications herein is required.

10.1 **CEILING INSULATION:**

- (A) Ceiling insulation with a rating of no less than "R-30" shall be provided over all heated areas of a dwelling.
 - 1. Ceiling insulation may be batts, roll or blown. Batts or rolls shall be sized to fit snugly and blown rock wool or cellulose shall include baffles to protect eave ventilation. Vapor barrier shall be included.
 - 2. In all instances attic ventilation must be ascertained and adequately provided for.
 - 3. Attic access coverings or doors shall be covered with "R-30" batt insulation.
- (B) Certification sticker shall be affixed to the access opening upon completion.
 - 1. Sticker shall state the type of insulation and "R" rating and shall be dated and signed by the Contractor upon completion.
 - 2. The contractor shall not sign nor date the certification sticker until he has inspected the work and is assured of its compliance with manufacturer's specifications.
- (C) Exception: Dwellings with flat roofs or other ceiling areas where installation is impractical shall be insulated only when the ceiling or roof covering is removed.

10.2 **WALL INSULATION:**

- (A) Wall insulation with a rating of no less than "R-11" shall be provided in all exterior walls of a dwelling when wall covering, either the interior or exterior, is removed. Wall insulation shall be bat type and include a

vapor barrier applied to the warm side of the exterior walls.

- (B) Electrical junction boxes that have exposed wiring shall not be filled nor covered and shall be reported to the Housing Rehabilitation Specialist. Electrical junction boxes shall be properly enclosed and accessible.

10.3 FLOOR INSULATION:

Batt or roll type insulation with a vapor barrier and a rating of no less than "R-19" shall be provided beneath all heated areas of a dwelling without masonry foundation walls, when specified in work write-up. Insulation shall be installed under subflooring between floor joists, stapled and supported by fiberglass or wire mesh.

10.4 PLUMBING INSULATION:

All water pipes exposed to weather shall be insulated unless buried twelve inches (12") below the ground or under dwellings with a continuous foundation wall. Insulation shall be foam sleeve, securely installed.

SECTION 11.0 CABINETS:

- 11.0 **Cabinets** - Replace all kitchen Cabinets with at least comparable quality new Cabinets. At least the same linear feet of wall and base Cabinets shall be replaced, as well as for vanity Cabinets. Cabinets shall consist of at least eight feet of base and six feet of wall, unless space does not allow or otherwise specified. The configuration and placement will be reviewed and approved by the homeowner and rehab specialist before installation. Counter tops shall be plastic laminate with all seams properly sealed (**high gloss laminate will not be used**).

Compliance with the work write-up, manufacturer's specifications and specifications herein is required. (For physically handicapped, see Accessibility codes and standards.)

11.1 CABINET REQUIREMENTS:

- (A) Cabinets, when required by work write-up, shall be standard in size, style and finish and shall include doors, drawers, hinges, handles and closures, and be securely installed.

- (B) Wall and base Cabinets shall be constructed of no less than three-eighths inch (3/8n) thick plywood, or other wood with wood veneer. **PARTICLE OR PARTICLE BASED CABINETS WILL NOT BE ALLOWED.**
- © Shelves shall not be less than one half inch (1/2") thick and support no less than twenty-five (25) pounds per linear foot.
- (D) Vertical surfaces of Cabinets (front, sides, doors, and drawers) shall be clad with plastic laminate or sealed with varnish, shellac, lacquer, polyurethane or oil based enamel paint. **PARTICLE OR PARTICLE BASED CABINETS WILL NOT BE ALLOWED**
- (E) Base Cabinets and vanities which abut a wall shall be provided with backslashes, including side splashes for corner walls. Counter tops and backslashes shall be clad with plastic laminate of a quality equal to Formica HPG or better and no less than five hundredths of an inch (.05n) in thickness.
- (F) All interior surfaces shall be painted with oil base paint or moisture protective finish.
- (G) Owner shall have choice of color and type of finish.

11.2 VANITY CABINETS:

- (A) Imitation molded marble top may be substituted for plastic laminate vanity top.
- (B) Vanity Cabinets shall be no less than thirty inches (30") nor more than thirty-four inches (34") in height. Width shall be a minimum of thirty inches (32"), space permitting, and not less than twenty inches (20") wide in any case.

11.3 MEDICINE CABINETS:

- (A) A medicine cabinet shall be provided over bathroom lavatories.
- (B) Medicine Cabinets shall have a minimum of three (3) shelves and a mirror, unless otherwise specified in work write-up.
- (C) For medicine Cabinets with electrical features, see Section XIII (Electrical).

11.4 KITCHEN BASE CABINETS:

- (A) Counter top shall be no less than twenty-five inches (25") in depth, width or protrusion. Counter top shall include a backslash around any perimeter abutting a wall of no less than four inches (4") in height.
- (B) Base Cabinets, including counter tops shall be thirty-six inches (36") in height, and toe recess shall be provided.
- (C) Drawers shall be provided in all base Cabinets except those sections containing sink or cook top. Drawers shall be at least twenty-one inches (21") long and five and one-fourth inches (5 1/4") deep.

11.5 KITCHEN WALL CABINETS:

- (A) Wall Cabinets shall be no less than twelve inches (12") in depth.
- (B) Wall Cabinets installed over a counter or base cabinet shall be installed no less than fifteen inches (15") nor more than eighteen inches (18") above the counter or base cabinet.
- (C) Cabinets shall be no less than the following vertical lengths:
 - 1. over base Cabinets, 30".
 - 2. over range or sink (if specified), 20"
 - 3. over refrigerator, 15~.

**SECTION 12.0
PLUMBING:**

12.0 Compliance with the work write-up, Plumbing Codes, manufacturer's specifications, and specifications herein is required. (For physically handicapped, see Accessibility codes and standards.)

12.1 PLUMBING REQUIREMENTS:

- (A) Plumbing workmanship shall conform to generally recognized and accepted good practices of the plumbing trade.

- (A) Plumbing that is inadequate, damaged, deteriorated, leaking, or improperly supported or displaying signs of improper workmanship according to present codes or practices shall be reported to the Housing Rehabilitation Specialist.
- (A) The contractor shall be responsible for layout and installation of all plumbing unless otherwise directed by the Housing Rehabilitation Specialist.
- (A) Shut-off valves shall be installed on water lines at each fixture, except bathtubs and showers.
- (A) Piping shall be installed in walls and partitions or in concealed chases or Cabinets (where appropriate). Where a pipe passes through finish material, such as walls, the pipe shall be provided with a chrome plated escutcheon.

12.2 PLUMBING FIXTURES:

- (A) Bathtubs shall be white enameled steel equal to American Standard, Crane or Kohler.
 - 1. Bathtubs shall be no less than sixty inches long by thirty inches wide by fifteen inches deep (60" x 30" x 15").
 - 2. The bottom surface of a bathtub shall be slip resistant.
 - 3. Bathtub grab-bars, when required for elderly and handicapped, shall be installed to sustain a dead load of two hundred and fifty (250) pounds for five (5) minutes.
 - 4. An appropriate tub surround system will be installed. This system shall consist of ceramic tile, tile board fiberglass tub unit or pre-formed manufactured tub surround..
- (B) Water closets shall be white vitreous china equal to American Standard, Crane or Kohler.
 - 1. Water closets shall be no less than fourteen (14") high from finished floor to rim.
 - 2. Water closets for elderly or handicapped shall be no less than

eighteen inches (18") from the finished floor to the rim.

3. Water closets shall include back flow preventer water control with volume regulator, flush valve and trip lever.
 4. Water closets shall be designed to utilize not more than one and six tenths (1.6) gallons of water per flush.
- (C) Lavatories shall be vanity type not less than eighteen inches (18") round, space permitting. A one piece molded lavatory and vanity top may be installed.
- (D) Compliance with the "Accessibility Codes and Standards" shall apply to all handicapped and elderly as to wheelchair and bathtub access, grab bars and non-scald valves, and layout and dimensions of fixtures when required by work write-up.

12.3 KITCHEN SINKS:

Kitchen sinks shall be double compartment stainless steel with washer less fittings, and be not less than 33" x 22" x 5".

12.4 FITTINGS:

- (A) Bathtub, shower, and lavatory faucets may be single or double control and shall be washer less type equal to American Standard, Crane or Kohler.
- (B) Shower heads shall be designed to utilize no more than three (3) gallons of water per minute.

12.5 WATER LINES:

Water lines shall be properly insulated and protected from weather and freezing, see spec. 10.4.

12.6 ELECTRIC WATER HEATER:

A glass lined, quick recovery electric water heater shall be provided and installed. A minimum five (5) year guarantee shall be provided. Size (capacity) and type (low boy, cabinet or regular) shall be provided as specified in work write-up. Installation shall comply with plumbing and electric codes.

12.7 GAS WATER HEATER:

A glass lined, quick recovery gas water heater shall be provided and installed. Heater shall be equipped with a stack vented to the outside. Size (capacity) and type (low boy, cabinet or regular) shall be provided as specified in work write-up. A minimum five (5) year guarantee shall be provided. Installation shall comply with plumbing and gas codes.

12.8 WELLS

12.9 SEPTIC SYSTEM

All Systems shall be pumped and inspected (unless otherwise specified), if found to be defective or deficient they will be repaired or replaced as specified by CHANGE ORDER.

12.9.1 SEPTIC SYSTEM REPLACEMENT

To be replaced as directed by LC Health Department and LCGM.

12.9.2 SEPTIC SYSTEM REPAIR

To be repaired as required by LC Health Department and LCGM.

**SECTION 13.0
ELECTRICAL:**

13.0 ELECTRICAL- Re-wire entire house to meet National Electrical Code.- This includes smoke detectors in all houses and carbon monoxide detector if gas appliances are to be in the home. Dryer connection to be provided if noted on plans or existing, door chime will be replaced if existing and appropriate telephone jacks will be provided unless otherwise specified.

13.01 Main Panel Box-install new 200 Amp.

Compliance with the work write-up, electric code, the National Electric code (latest edition), policies of local Utility Company and specifications herein as required.

13.1 ELECTRICAL REQUIREMENTS:

All materials, fixtures, wiring, equipment, etc. shall be new and free from defects unless otherwise specified.

- (A) Any dangerous, deteriorated or improperly installed electrical components or equipment shall be reported to the Housing Rehabilitation Specialist and repaired or replaced as to work

write-up or change order.

- (B) Electric service to a dwelling shall be no less than one hundred (100) amperes and shall include the appropriate breaker panels, circuits and circuit breakers and shall be properly grounded.
- (C) Unused electrical lines, boxes, fixtures, etc. shall be removed. Unused wires in walls may be cut-off as short as possible to prohibit any possible future use.
- (D) All electrical wires, junctions, boxes, fixtures, etc. shall be properly installed and fastened to dwelling.
- (A) Bathrooms shall have a GFI receptacle located near the lavatory.

13.2 SMOKE DETECTORS:

- (A) Smoke detectors shall be located in the main sleeping area of the dwelling, but not in a bedroom, and installed per manufacturer's instructions.
- (B) An electric smoke detector shall be provided when all new wiring is being installed.

13.3 LIGHTING:

- (A) All lighting shall be permanent fixtures, wall switch controlled. Unless otherwise indicated on the write-up or drawing, fixtures shall be ceiling mounted (except bathroom).
- (B) Bathroom lighting shall be wall-mounted above the lavatory unless otherwise indicated, and shall be not less than 200 watts incandescent.
- (C) Kitchen lighting shall be not less than 80 watt fluorescent, centrally located, or more than 80 watts distributed in two fixtures according to write-up or drawing.

13.4 VENTILATION:

- (A) Exhaust fans for kitchen or bathroom shall be properly vented through the roof.

- (A) Lighted range hoods shall include 2-speed exhaust fan. Non-vented charcoal filtered systems may be installed in lieu of vented if specified in work write-up. Hoods shall be sized to match opening for range or cooktop, and shall be securely attached to approximately sized and elevated wall cabinet.

SECTION 14.0

HVAC

- 14.0 Compliance with the work write-up, electrical, gas and mechanical and energy codes, manufacturer's specifications and specifications herein is required. Heating units are to be operational at the final inspection.

14.1 COMFORT HEATING UNITS:

- (A) The comfort heating unit serving every habitable room in a dwelling unit, bathrooms and halls, shall be capable of maintaining a temperature of at least 72 degrees Fahrenheit at three feet (3') above the floor when the average outside winter temperature is 30 degrees Fahrenheit. For elderly persons, the minimum maintaining temperature shall be 75 degrees Fahrenheit.
- (B) Heating units shall be gas vented wall units sufficient in size to meet the heating requirements specified.
- (A) Heating units shall be installed by licensed heating contractors.
- (D) No unvented fuel burning heaters shall be permitted in a habitable dwelling.
- (E) No open-flame radiant type heaters shall be permitted in a habitable dwelling.
- (F) No fireplace shall be permitted as the primary source of heat in a habitable dwelling
- (G) Fuel lines shall be properly connected, fastened and reasonably protected from possible damage, weather and tampering. A shut off valve or disconnect shall be provided between the source of fuel and the heating unit.

14.2 HEATING UNIT DESIGN AND CALCULATIONS:

- (A) BTU (British Thermal Units) shall be used to figure the amount of the heat required. To calculate required BTU input size of heaters, multiply the cubic feet of all interior rooms by ten (10).
- (B) Central systems shall include ductwork and appropriate supply and return vents to distribute heat evenly throughout the dwelling. Air supply vents shall be closeable in each room. A thermostat shall be located appropriately to control temperature evenly throughout the dwelling.

14.3 Air Conditioning:

Air Conditioning will only be provided when the homeowner has a specific. Unit will consist of a combination heat and air unit of appropriate size to provide needed cooling. The SEER rating of not less than 12.

SECTION 15.0 **PAINTING AND FINISHING:**

Compliance with the work write-up, manufacturer's specifications and specifications herein is required. Primer and paint to be grade having a 10 year manufacture's warranty. Leave all unused paint with the owner.

15.1 PREPARATION:

- (A) Preparation shall include: cleaning, sanding, scraping, filling holes and cracks, caulking, sealing, pressure cleaning, moisture proofing and protection of surfaces and surrounding areas.
- (A) Prepare surfaces prior to applying paint, stain, varnish, etc.
 - 1. Foreign material (nails, hooks, fasteners, wall paper, etc.) shall be removed unless properly installed and deemed necessary by the owner.
 - 2. Holes, cracks, and indentations shall be properly filled, surfaces scraped, cleaned and sanded uniformly smooth.
 - 3. Porous surfaces, chalky surfaces, old painted surfaces, masonry, such as block, stucco, and concrete slabs, shall be cleaned and sealed before painting

4. Proper precautions shall be taken by the contractor and his painters to protect all surrounding surfaces, flooring, and landscaping from possible damage and paint splattering

15.2 APPLICATION OF PAINT:

- (A) Paint shall be applied to a mil thickness of no less than five (5) mil per coat.
- (B) For two (2) or three (3) coat application, the first coat shall be prime coat or sealer coat, as applicable.
- (C) A minimum of two (2) coats of paint shall be applied to new surfaces. Additional coats may be required by the work write-up or to obtain full coverage.
- (D) Bathroom and kitchen walls shall be painted with semi-gloss washable paint.
- (E) Interior and exterior wood surfaces shall be covered with of, base paint unless otherwise directed by the owner or write-up.

15.3 APPLICATION OF STAIN OR SEALER:

- (A) Stain shall be applied evenly, to obtain selected shade.
- (B) Varnish or shellac shall be sanded smooth between coats.

15.4 SELECTION:

- (E) Owner shall be provided an adequate color selection guide (brochure chart, etc.) with wide range of colors to choose from. Contractor shall assure that paint selected is appropriate for surface (masonry, exterior wood, etc.)
- (B) Owner's choice shall be documented in order to avoid disputes regarding color.
- (C) Hardcoat shall be painted only at the owner's request and expense.

15.5 LEAD BASE PAINT:

- (A) Lead base paint shall not be applied to any dwelling, interior nor exterior. Lead base paint is defined as paint containing more than 0.06 % lead by weight in the total nonvolatile content of the paint or the equivalent measure of lead in the dried film of paint already applied.
- (B) All interior surfaces must be free of cracking, scaling, peeling, chipping, and loose paint or be adequately treated and/or covered to prevent the exposure of the occupants to lead base paint hazards.
- (C) All exterior surfaces (such as stairs, decks, porches, railing, windows and doors) which are accessible to children under seven (7) years of age must be free of cracking, scaling, peeling, chipping and loose paint or be adequately treated or covered to prevent the exposure of such children to lead base paint hazards.
- (D) All surfaces to be treated must be thoroughly washed, sanded, and scraped or wire brushed so as to remove all hazards before repainting with at least two (2) coats of a suitable nonlead paint. All surfaces to be covered must have had the paint completely removed or covered with materials such as gypsum wallboard, plywood, drywall, plaster, or other suitable material.